



Honoring the past, cultivating the present, empowering the future

AGENDA

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

July 24, 2017 – 5:00 p.m.

PUBLIC REQUESTS FOR DOCUMENTS: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

1. **CALL TO ORDER**

2. **ROLL CALL:**

Ira Bershatsky, President
Adalila Zelada-Garcia, Secretary
Gwendolyn McMullins
John McDonald
Armando Zambrano

3. **ADOPTION OF AGENDA**

Opportunity for Board members to delete items, re-order items, continue items or make additions to the agenda pursuant to Government Code Section 54954.2(b).

Recommended Action: The Board of Library Trustees hereby adopts the Agenda as presented.

4. **PUBLIC COMMUNICATION**

Citizens may address the Board regarding any item of Library business on or not on the agenda. Citizen comments are limited to 3 minutes per item. At the discretion of the President, citizens may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and address, and state the agenda item and/or issue you wish to address.

5. **PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS**

HIRES/PROMOTIONS:

Diana Wong- Branch Manager and Literacy Services Librarian

6. **FINANCIAL REPORTS**

a) Financial reports for May 2017 (**DISCUSSION/POSSIBLE ACTION**)

Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.

7. **CONSENT CALENDAR**

The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent agenda under "Items removed from the Consent Calendar". The entire remaining Consent Calendar is then voted upon by roll call under one motion.

Recommended Action: The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

- a) Approval of minutes – Regular meeting held June 26, 2017
- b) Statistical Reports – YTD – June 2017
- c) Departmental Monthly Report – June 2017

8. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**

Items removed from the Consent Calendar will be discussed individually at this time.

9. **DIRECTOR'S REPORT**
 - a) Leadership Meeting Minutes – Meeting Held 7/7/2017 (**INFORMATION**)
 - b) Update on Taste of 'Dena (**INFORMATION**) Cynthia Carmona
 - c) Implementation Team Update (**INFORMATION**)
 - d) Values Document (**INFORMATION**)
10. **OLD BUSINESS**
 - a) Human Resources Update – Written Report by HRNETwork (**INFORMATION**)
 - b) Presentation of Final Budget Book, FY 17/18 (**INFORMATION**)
11. **NEW BUSINESS**
 - a) Annual Review of Operating Plan (**INFORMATION**)
 - b) Limiting Board meetings to 90 minutes with an extra 30 minutes for a closed session while maintaining the legally required time for public comment (**INFORMATION**) Ira Bershatsky
 - c) Required and Recommended Trainings (**INFORMATION/DISCUSSION**)
12. **CORRESPONDENCE**
13. **REPORTS OF SUPPORT GROUPS**
 - a) Altadena Library Foundation
 - b) Friends of the Altadena Library
14. **REPORTS OF TRUSTEES**
15. **AGENDA ITEMS FOR FUTURE AGENDAS**

This is an opportunity for Board members to request that items be placed on future agendas.
16. **CLOSED SESSION**

The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et seq.) for purposes of the discussing and taking action on the following items:

 - a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
Title: District Director
Annual Review of District Director
17. **RECESS BACK INTO OPEN SESSION**
18. **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.**
19. **ADJOURNMENT**

Recommended Action: There being no further business to come before the Board, the meeting is adjourned.

Altadena Library District
Balance Sheet
As of May 31, 2017

ASSETS

Current Assets

Checking/Savings

Cash & Cash Equivalents

Cash & Investments

1080 · Petty Cash 777.00

Total Cash & Investments 777.00

Cash In Bank

1021 · Chase General Acct...2951 578.11

1026 · Chase HY Svgs...6883 5,030.01

1041 · Chase HY Svgs...6875 1,211,484.97

1045 · Cash HUD Checking...2969 293,178.94

Total Cash In Bank 1,510,272.03

Cash with County

1010.00 · Cash in County Treasury 1,461,423.47

1013 · FMV - COLA Funds 2,964.69

Total Cash with County 1,464,388.16

Total Cash & Cash Equivalents 2,975,437.19

Total Checking/Savings 2,975,437.19

Total Current Assets 2,975,437.19

Fixed Assets

Capital Assets

Accumulated Depreciation

1800 · Accum Depr (S & I) (1,017,286.20)

1900 · Accum Depr (FF & E) (616,863.36)

Total Accumulated Depreciation (1,634,149.56)

Depreciable Assets

1550 · Structures & Improvements 1,184,498.97

1700 · Furniture, Fixtures & Equipment 683,740.71

Total Depreciable Assets 1,868,239.68

Non-Depreciable Assets

1500 · Land 77,280.28

1510 · Artwork 102,500.00

1521 · CIP - Building Upgrade 37,743.00

1522 · CIP - Conservation Garden 35,082.00

Total Non-Depreciable Assets 252,605.28

Total Capital Assets 486,695.40

Total Fixed Assets 486,695.40

Other Assets

Deferred Outflows of Resources

1990 · DOR - Employer Contributions MD 159,174.00

1993 · DOR - Diff in Experience 7,575.00

Total Deferred Outflows of Resources 166,749.00

Prepays

1075 · SCLC Deposit Account 910.00

Altadena Library District
Balance Sheet
As of May 31, 2017

1076 · Prepaid Items & Deposits	2,848.09
Total Prepays	<u>3,758.09</u>
Total Other Assets	170,507.09
TOTAL ASSETS	<u><u>3,632,639.68</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	9,127.52
Total Accounts Payable	<u>9,127.52</u>
Credit Cards	
2200 · Credit Cards	
2200.01 · UMB Card Services...3219	73,802.00
Total 2200 · Credit Cards	<u>73,802.00</u>
Total Credit Cards	73,802.00
Other Current Liabilities	
2030 · GASB 45 OPEB Liability	89,113.66
2064 · Deferred Compensation - CalPERS	54.38
2070 · Section 125 Clearing	2,208.58
2100 · Payroll Payable	
2100.01 · Payroll Liabilities (EE)	5,753.37
2100.03 · CalPers CLASSIC (EE Ded)	6,177.93
2100.04 · CalPers PEPRA (EE Ded)	(8,298.43)
2100.05 · Accrued Vacation Payable	72,489.53
2100.07 · CalPers 457 (EE Contribution)	3,906.22
2100.08 · CalPers 457 (EE Loan Repayment)	1,056.15
Total 2100 · Payroll Payable	<u>81,084.77</u>
2999 · Suspense Account	3,823.19
Total Other Current Liabilities	<u>176,284.58</u>
Total Current Liabilities	259,214.10
Long Term Liabilities	
Deferred Inflows of Resources	
2601 · DIR - Diff Investment Earnings	35,930.00
2602 · DIR - Diff in Contributions	115,971.00
2603 · DIR - Changes in Proportions	211,556.00
2604 · DIR - Changes in Assumptions	71,672.00
Total Deferred Inflows of Resources	<u>435,129.00</u>
2700 · Net Pension Liability	1,467,863.00
Total Long Term Liabilities	<u>1,902,992.00</u>
Total Liabilities	2,162,206.10
Equity	
3300 · Retained Earnings	1,408,150.98
Net Income	62,282.60
Total Equity	<u>1,470,433.58</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,632,639.68</u></u>

Altadena Library District
BUDGET VERSUS ACTUAL
For the Month Ended May 2017

Year 93% Complete

	July '16 - May '17	BUDGET 2016/2017	VARIANCE POSITIVE NEGATIVE	PERCENT
REVENUES:				
Property Taxes	2,411,383	2,173,179	238,204	110.96%
Parcel Taxes	536,382	780,996	(244,614)	68.68%
Interest	3,737	10,020	(6,283)	37.29%
Fees & Passports	90,406	112,500	(22,094)	80.36%
Donations, Grants, Misc.	386,096	510,180	(124,083)	75.68%
Transfer in from Reserves		126,684	(126,684)	0.00%
TOTAL REVENUES	3,428,005	3,713,558	(285,553)	92.31%
EXPENDITURES:				
Wages and Benefits	2,069,103	2,169,794	(100,691)	95.36%
Library Materials	204,989	316,070	(111,080)	64.86%
Library Services	27,963	55,500	(27,537)	50.38%
Operating Expenses	283,138	333,925	(50,787)	84.79%
Professional and Technical	259,531	284,114	(24,583)	91.35%
Facilities, Grounds and Maintenance	111,611	128,000	(16,389)	87.20%
Capital	409,966	425,156	(15,190)	96.43%
Misc. Expenses	(579)	1,000	(1,579)	-57.92%
TOTAL EXPENDITURES	3,365,723	3,713,558	(347,836)	90.63%

Altadena Library District
Profit & Loss Prev Year Comparison

		July 2016 through May 2017		92% Complete	
		Jul '16 - May 17	Jul '15 - May 16	\$ Change	% Change
Ordinary Income/Expense					
Income					
DONATIONS AND GRANTS					
	4710 · Friends of the Library	20,000.00	40,000.00	(20,000.00)	(50.0%)
	4730 · Undesignated	17,503.00	285.00	17,218.00	6,041.4%
	4735 · Designated	1,875.00	3,510.00	(1,635.00)	(46.58%)
	4740 · CA Library Literacy Services	26,300.00	25,165.00	1,135.00	4.51%
	4750 · Cal State Library	13,500.00	27,000.00	(13,500.00)	(50.0%)
	4755 · HUD Grant	293,176.90		293,176.90	100.0%
	Total DONATIONS AND GRANTS	372,354.90	95,960.00	276,394.90	288.03%
FINES & FEES					
	4305 · Fines	17,189.56	28,314.73	(11,125.17)	(39.29%)
	4310 · Printer & Copy Machine	5,452.30	5,931.02	(478.72)	(8.07%)
	4330 · Video Game Rentals		416.00	(416.00)	(100.0%)
	4340 · Passport Services Fees	67,764.50	68,605.00	(840.50)	(1.23%)
	Total FINES & FEES	90,406.36	103,266.75	(12,860.39)	(12.45%)
INTEREST INCOME & ADJUSTMENTS					
	4210 · Chase Bank	1,366.13	12.97	1,353.16	10,433.0%
	4220 · County Interest Allocation	2,370.54	5,547.92	(3,177.38)	(57.27%)
	Total INTEREST INCOME & ADJUSTMENTS	3,736.67	5,560.89	(1,824.22)	(32.8%)
OTHER REVENUE & ADJUSTMENT					
	4080 · Penalties, Interest & Costs-Ref	11,497.84	12,971.71	(1,473.87)	(11.36%)
	4910 · Miscellaneous Income	243.51	5,469.61	(5,226.10)	(95.55%)
	4999 · Rewards & Incentives	2,000.00		2,000.00	100.0%
	Total OTHER REVENUE & ADJUSTMENT	13,741.35	18,441.32	(4,699.97)	(25.49%)
REVENUES					
Property Taxes					
	4010 · Current-Year Secured				
	4010.00 · Current Secured	2,268,428.09	1,958,502.10	309,925.99	15.83%
	4010.01 · Revenue Residual	19,260.94		19,260.94	100.0%
	4010.02 · Statutory Revenue	2,027.10		2,027.10	100.0%
	4010.03 · SB 813 Supplemental	35,840.75	47,292.16	(11,451.41)	(24.21%)
	Total 4010 · Current-Year Secured	2,325,556.88	2,005,794.26	319,762.62	15.94%
	4020 · Current-Year Unsecured				
	4020.00 · Current Unsecured	3,252.81		3,252.81	100.0%
	4020 · Current-Year Unsecured - Other	61,611.91	60,975.74	636.17	1.04%
	Total 4020 · Current-Year Unsecured	64,864.72	60,975.74	3,888.98	6.38%
	4030 · Prior-Year Secured				
	4030.00 · Prior Secured	8,262.15		8,262.15	100.0%
	4030.01 · Secured Refunds	(26,590.66)		(26,590.66)	(100.0%)
	4030.02 · Statutory Revenue	939.04		939.04	100.0%
	4030.03 · SB 813 Redemption	12,362.14		12,362.14	100.0%
	4030.04 · Property Tax Penalties	1,958.81		1,958.81	100.0%
	4030 · Prior-Year Secured - Other	9,744.01	17,095.18	(7,351.17)	(43.0%)
	Total 4030 · Prior-Year Secured	6,675.49	17,095.18	(10,419.69)	(60.95%)

Altadena Library District
Profit & Loss Prev Year Comparison

				July 2016 through May 2017		92% Complete	
				Jul '16 - May 17	Jul '15 - May 16	\$ Change	% Change
4040 · Prior-Year Unsecured							
			4040.00 · Prior Unsecured	2,372.90		2,372.90	100.0%
Total 4040 · Prior-Year Unsecured				2,372.90		2,372.90	100.0%
4050 · Homeowners Exemption				11,913.49	11,994.84	(81.35)	(0.68%)
4060 · Special Assessment							
			4060.01 · Per Parcel Benefit Assessment	533,815.42	734,663.66	(200,848.24)	(27.34%)
			4060.02 · Direct Assessments	2,566.94		2,566.94	100.0%
Total 4060 · Special Assessment				536,382.36	734,663.66	(198,281.30)	(26.99%)
4090 · RDA ABx126 Income					15,832.44	(15,832.44)	(100.0%)
Total Property Taxes				2,947,765.84	2,846,356.12	101,409.72	3.56%
Total REVENUES				2,947,765.84	2,846,356.12	101,409.72	3.56%
Total Income				3,428,005.12	3,069,585.08	358,420.04	11.68%
Expense							
PERSONNEL RELATED EXPENSES							
5000 · SALARIES & WAGES							
			5010 · Salaried	1,026,424.22	1,106,192.53	(79,768.31)	(7.21%)
			5020 · Hourly	434,199.72	235,998.41	198,201.31	83.98%
Total 5000 · SALARIES & WAGES				1,460,623.94	1,342,190.94	118,433.00	8.82%
5100 · Employer-Portion Taxes/Benefits							
			5120 · Payroll Taxes (ER)	85,698.87		85,698.87	100.0%
			5120.01 · Soc Security & Medicare, Salary	28,023.32	83,130.17	(55,106.85)	(66.29%)
			5120.02 · Soc Security & Medicare, Hourly	8,010.84	17,784.27	(9,773.43)	(54.96%)
			5210 · PERS Retirement				
			5210.01 · CalPers CLASSIC (ER Contr)	14,677.33		14,677.33	100.0%
			5210.02 · CalPers PEPRA (ER Contr)	16,549.62		16,549.62	100.0%
			5211 · PERS Retirement 2% @ 55	81,561.19		81,561.19	100.0%
			5212 · PERS Retirement 2% @ 60	493.88		493.88	100.0%
			5213 · PERS Retirement 2% @ 62	6,375.81		6,375.81	100.0%
			5210 · PERS Retirement - Other	649.34	158,902.38	(158,253.04)	(99.59%)
Total 5210 · PERS Retirement				120,307.17	158,902.38	(38,595.21)	(24.29%)
			5222 · OPEB Contribution	140,004.00	101,600.00	38,404.00	37.8%
			5250 · SUI, Salaried	112.01	2,911.63	(2,799.62)	(96.15%)
			5251 · SUI, Hourly	930.19	3,748.87	(2,818.68)	(75.19%)
Total 5100 · Employer-Portion Taxes/Benefits				383,086.40	368,077.32	15,009.08	4.08%
5200 · Insurance							
			5220 · Health Insurance	121,179.79	161,763.49	(40,583.70)	(25.09%)
			5221 · Health Insurance - Retirees	69,441.77		69,441.77	100.0%
			5230 · Dental Insurance	10,789.91	12,930.96	(2,141.05)	(16.56%)
			5240 · Vision Insurance	4,329.54	4,859.59	(530.05)	(10.91%)
			5260 · Life Insurance	1,295.27	1,618.16	(322.89)	(19.95%)
			5270 · Workers' Compensation	17,802.97	10,787.05	7,015.92	65.04%
			5280 · Disability Insurance	553.52		553.52	100.0%
Total 5200 · Insurance				225,392.77	191,959.25	33,433.52	17.42%
Total 'PERSONNEL RELATED EXPENSES				2,069,103.11	1,902,227.51	166,875.60	8.77%

**Altadena Library District
Profit & Loss Prev Year Comparison**

		July 2016 through May 2017		92% Complete	
		Jul '16 - May 17	Jul '15 - May 16	\$ Change	% Change
CAPITAL					
	7310 · Equipment, Furniture & Fixtures	300,717.98	46,508.67	254,209.31	546.59%
	7320 · Structures & Improvements	109,248.14		109,248.14	100.0%
	Total CAPITAL	409,966.12	46,508.67	363,457.45	781.48%
FACILITIES, GROUNDS & MAINTENAN					
	7205 · Maintenance Contracts	16,142.69	5,934.00	10,208.69	172.04%
	7210 · Building Maint & Repairs	72,293.64	43,303.40	28,990.24	66.95%
	7220 · Landscape	23,174.79	24,978.15	(1,803.36)	(7.22%)
	Total FACILITIES, GROUNDS & MAINTENAN	111,611.12	74,215.55	37,395.57	50.39%
LIBRARY MATERIALS					
	6110 · Cataloging Expenses	15,861.08	17,818.43	(1,957.35)	(10.99%)
	6115 · Electronic Databases & Subscrip	17,658.77	10,956.18	6,702.59	61.18%
	6120 · Books	89,382.36	100,348.82	(10,966.46)	(10.93%)
	6125 · Audio CD	11,933.73	22,762.88	(10,829.15)	(47.57%)
	6130 · DVD's & Videogames	17,576.49	17,239.62	336.87	1.95%
	6135 · Processing of Materials	22,849.68	37,588.81	(14,739.13)	(39.21%)
	6140 · Periodicals	12,892.34	12,446.30	446.04	3.58%
	6150 · Downloadables	16,834.86	13,226.38	3,608.48	27.28%
	Total LIBRARY MATERIALS	204,989.31	232,387.42	(27,398.11)	(11.79%)
MISCELLANEOUS EXPENSE					
	7510 · Miscellaneous Expense	(579.20)	485.66	(1,064.86)	(219.26%)
	Total MISCELLANEOUS EXPENSE	(579.20)	485.66	(1,064.86)	(219.26%)
OPERATING EXPENSES					
	6430 · Insurance-Gen, Prop, Liab, Eq	41,517.61	29,381.49	12,136.12	41.31%
	6620 · Membership Dues & Subscriptions	12,882.00	13,669.84	(787.84)	(5.76%)
	6625 · Training & Education	5,612.94	5,238.00	374.94	7.16%
	6626 · Recruitment, Gifts and Memorial	6,725.03	3,649.49	3,075.54	84.27%
	6627 · Advertising / Marketing	23,816.90	12,235.65	11,581.25	94.65%
	6710 · Meetings & Travel	11,202.09	7,345.26	3,856.83	52.51%
	6730 · Mileage & Parking Reimbursement	435.69	817.24	(381.55)	(46.69%)
	6740 · Postage & Delivery	8,218.80	8,360.59	(141.79)	(1.7%)
	6745 · Banking & Service Fees	1,186.43	1,809.18	(622.75)	(34.42%)
	6746 · Payroll Fees	12,529.78	12,272.85	256.93	2.09%
	6750 · Printing & Reproduction	6,198.17	10,707.18	(4,509.01)	(42.11%)
	6755 · Equipment, Furniture, Fixtures	19,198.96	6,017.16	13,181.80	219.07%
	6765 · Janitorial Supplies	11,804.20	12,107.59	(303.39)	(2.51%)
	6770 · Operating Supplies	35,737.57	23,257.47	12,480.10	53.66%
	6780 · Operating Software	319.54	32,350.95	(32,031.41)	(99.01%)
	6790 · Hardware (Computers / Tech)	2,931.52	5,193.31	(2,261.79)	(43.55%)
	6920 · Electricity	29,169.33	36,843.37	(7,674.04)	(20.83%)
	6930 · Natural Gas	4,076.72	4,980.92	(904.20)	(18.15%)
	6940 · Water & Sewage	4,642.18	3,160.83	1,481.35	46.87%
	6950 · Refuse	4,284.13	4,050.32	233.81	5.77%
	6960 · Products for Resale	2,164.71	229.86	1,934.85	841.75%
	6970 · Equipment Lease & Rental	10,806.29	12,699.62	(1,893.33)	(14.91%)

**Altadena Library District
Profit & Loss Prev Year Comparison**

		July 2016 through May 2017		92% Complete	
		Jul '16 - May 17	Jul '15 - May 16	\$ Change	% Change
	7530 · Direct Assessments/Admin Costs	27,677.23	31,974.53	(4,297.30)	(13.44%)
	Total OPERATING EXPENSES	283,137.82	278,352.70	4,785.12	1.72%
	PROFESSIONAL & TECHNICAL				
	7125 · Audit and Financial Consulting	49,866.64	10,843.75	39,022.89	359.87%
	7130 · Legal Fees	18,980.98	10,576.50	8,404.48	79.46%
	7135 · Technology Consulting	1,078.80	23,276.89	(22,198.09)	(95.37%)
	7140 · Architectural & Engineering	5,000.00	4,588.32	411.68	8.97%
	7145 · Collection Agency	1,163.50	912.90	250.60	27.45%
	7155 · Consultants - Other	42,107.08	15,735.00	26,372.08	167.6%
	7170 · Telecommunications	(2,350.51)	21,175.28	(23,525.79)	(111.1%)
	7175 · Internet Service	39,882.33	9,190.92	30,691.41	333.93%
	7180 · Technology Equipment	56,735.47	29,693.91	27,041.56	91.07%
	7185 · Technology Maintenance Fees	46,706.74	16,018.34	30,688.40	191.58%
	7190 · Website Development	360.00	360.00		
	Total PROFESSIONAL & TECHNICAL	259,531.03	142,371.81	117,159.22	82.29%
	PROGRAMS				
	6200 · Youth Services	6,452.86	8,795.66	(2,342.80)	(26.64%)
	6210 · Teen Services	1,982.08	27,405.36	(25,423.28)	(92.77%)
	6220 · Adult Services	18,146.28	18,825.01	(678.73)	(3.61%)
	6230 · Bob Lucas Branch Services	1,297.64	1,099.23	198.41	18.05%
	6240 · Literacy Services	84.35	4,488.04	(4,403.69)	(98.12%)
	Total PROGRAMS	27,963.21	60,613.30	(32,650.09)	(53.87%)
	Total Expense	3,365,722.52	2,737,162.62	628,559.90	22.96%
	Net Ordinary Income	62,282.60	332,422.46	(270,139.86)	(81.26%)
	Net Income	62,282.60	332,422.46	(270,139.86)	(81.26%)



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

June 26, 2017 – 5:01 p.m.

PUBLIC REQUESTS FOR DOCUMENTS: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

1. CALL TO ORDER

2. ROLL CALL:

Ira Bershatsky, President - **Present**
 Adalila Zelada-Garcia, Secretary – **Absent, Unexcused**
 Gwendolyn McMullins- **Present**
 John McDonald - **Absent, Excused**
 Armando Zambrano - **Present**

3. ADOPTION OF AGENDA

Opportunity for Board members to delete items, re-order items, continue items or make additions to the agenda pursuant to Government Code Section 54954.2(b).

Recommended Action: The Board of Library Trustees hereby adopts the Agenda as presented.

Moved by McMullins, Seconded by Zambrano, Approved.

4. PUBLIC COMMUNICATION

Citizens may address the Board regarding any item of Library business on or not on the agenda. Citizen comments are limited to 3 minutes per item. At the discretion of the President, citizens may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and address, and state the agenda item and/or issue you wish to address.

5. PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS

HIRES/PROMOTIONS:

Resignation- Tina Wallin (effective May 12)

Public Services Director Ryan Roy introduced Diana Wong, the new Branch Manager and Literacy Services Librarian.

6. FINANCIAL REPORTS

a) Financial reports for April 2017 (**DISCUSSION/POSSIBLE ACTION**)

Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.

Director Kittay presented the financials for April of 2017 in which the year was 83% complete. She noted that the financials had been reviewed by the contracted CPA.

She and Finance are working with the County to receive automatic transfers. She is also working on moving the District funds from Chase to CalTrust.

7. CONSENT CALENDAR

The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent agenda under "Items removed from the Consent Calendar". The entire remaining Consent Calendar is then voted upon by roll call under one motion.

Recommended Action: The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

- a) Approval of minutes – Regular meeting held May 22, 2017
 - b) Statistical Reports – YTD – May 2017
 - c) Departmental Monthly Report – May 2017
- Moved by Zambrano, Seconded by McMullins. Approved.**

Director Kittay noted that Statistics were affected and are lower than would be expected due to the closure for the renovation. There is a new monthly staff report for Marketing and Communications.

8. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**

Items removed from the Consent Calendar will be discussed individually at this time.

None

9. **DIRECTOR'S REPORT**

- a) CTLA Donation of \$400

Christmas Tree Lane Association made a donation to assist in the costs of replacing the outdoor posts.

- b) Presentation by the County of Los Angeles Board of Supervisors – 50th Anniversary

- c) Tournament of Roses Foundation Presentation of Grant

Tournament of Roses Foundation granted the district \$5,500 for Second Saturdays.

- c) LA County Arts Second Saturday Grant Award

The LA County Arts Commission provided a grant for the second year in a row for the second Saturday season opener.

- d) Update of Phase I Renovation and Final HUD Payment

The District also received the final HUD payment so all \$320,000 that was set to expire in September has now been spent and received. A final report for the Phase 1 Renovation will be generated in July or August. The project came in on time and under budget and that the district was able to complete many additional improvements during the closure that were not on the original project plan.

- f) Credit Cards and Sales of Merchandise

The Library now accepts credit cards and is selling merchandise: Posters, Book Bags and Water Bottles.

Director Kittay noted that she was invited to tour the technology incubator building in west Altadena by Katherine Barger's office.

A full, annual operating plan update will be presented in July.

The door counter for the June 10th grand re-opening event was 2,253. 350 People signed up for the newsletter and over 800 was the estimate for attendance at the events throughout the day in the parking lot.

10. **OLD BUSINESS**

- a) Human Resources Update – Written Report by HRNetwork (**INFORMATION**)

It was noted that HRNetwork will be on site for the All Staff meeting on Friday, July 7th.

11. **NEW BUSINESS**

- a) Presentation of Draft Budget FY 17/18 (**DISCUSSION/ACTION**)

Director Kittay noted that the budget includes a 4% increase in wages across the board and \$350,000 from savings to address facilities issues such as A/C repair, bridge repair, parking lot paving and other miscellaneous projects.

Trustee Bershatsky noted that the budget sub-committee had met and recommended approval of the budget.

Moved by McMullins, Seconded by Zambrano. Approved.

- b) Closure for A/C HVAC Repairs and approval of Quote (**DISCUSSION/ACTION**)

Jonathan Arevalo presented the Board with a report on the current situation with the HVAC system including bids and evaluation process forms. He noted that the Library has three units, and that it is the North unit which controls the cooling of the main library that needs to be repaired. He presented the three bids he received and recommended that the Board approve the quote from ACS. He noted that the vendor requests the Library be closed on the day of the repairs for public safety reasons.

Trustee McMullins moved to approve the closure on July 3rd, Seconded by Zambrano.

Trustee McMullins also moved to approve the ACS quote and to allow the Director to sign the check. Seconded by Zambrano. Approved.

- c) Updated District Salary Schedule, FY2017-18 **(INFORMATION)**
- d) Staff Accountant Job Description **(DISCUSSION/ACTION)**
Moved by Zambrano. Seconded by McMullins. Approved
- e) Marketing and Communications Coordinator Job Description **(DISCUSSION/ACTION)**
Moved by McMullins, Seconded by Zambrano, Approved.
- f) Video Surveillance Policy **(DISCUSSION/ACTION)**
Trustee Zambrano expressed some concern with the language in the policy, and asked that Administration revise the policy for clarity.
Moved by Zambrano to approve the policy with the revision, Seconded by McMullins. Approved.
- g) GANN Appropriation Limit **(INFORMATION)**
Nicole Fabry presented the GANN appropriation worksheet.
- h) Approval of Earthquake Insurance Payment (Over \$10,000) **(DISCUSSION/ACTION)**
Nicole Fabry presented the earthquake policy options, noting that Golden Bear was still the most competitive policy and there was a \$5,000 savings this year.
Moved by Zambrano, Seconded by McMullins. Approved. Trustee Bershatsky signed the quote.
- i) Approval of Board of Library Trustees Calendar 2017/2018 **(DISCUSSION/ACTION)**
Kylynn Chaney presented the Library Trustees Calendar for FY 17/18, noting that the calendar was flexible and some items were moved to months prior or after the scheduled month on the calendar.
Moved by Zambrano, Seconded by McMullins. Approved.

12. **CORRESPONDENCE & PRESS**

- a) Press Clippings **(INFORMATION)**

13. **REPORTS OF SUPPORT GROUPS**

- a) Altadena Library Foundation
Trustee McMullins noted that the Foundation had a meeting with an investing presentation from the Pasadena Community Foundation.
- b) Friends of the Altadena Library
Janette Allen noted that the Friends were in the process of receiving their 501(c)(3)
Trustee Zambrano noted that the June Friends meeting featured author Jervey Tervalon as the speaker and that the Friends voted in a new president, Mark Mariscal.

14. **REPORTS OF TRUSTEES**

Trustee Bershatsky thanked the staff for all of their hard work.

15. **AGENDA ITEMS FOR FUTURE AGENDAS**

This is an opportunity for Board members to request that items be placed on future agendas.

16. **CLOSED SESSION**

The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et seq.) for purposes of the discussing and taking action on the following items:

- a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
Title: District Director
Annual Review of District Director

The Board of Trustees went into closed session at 6:45 p.m.

17. **RECESS BACK INTO OPEN SESSION**

The Board of Trustees came out of closed session at 7:30 p.m.

18. **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.** The Board of Trustees will resume the performance evaluation of the Director at the next Board meeting when all Board members are present.

19. **ADJOURNMENT**

Recommended Action: There being no further business to come before the Board, the meeting is adjourned at 7:32 p.m.

Statistics for FY 2016/17

7b

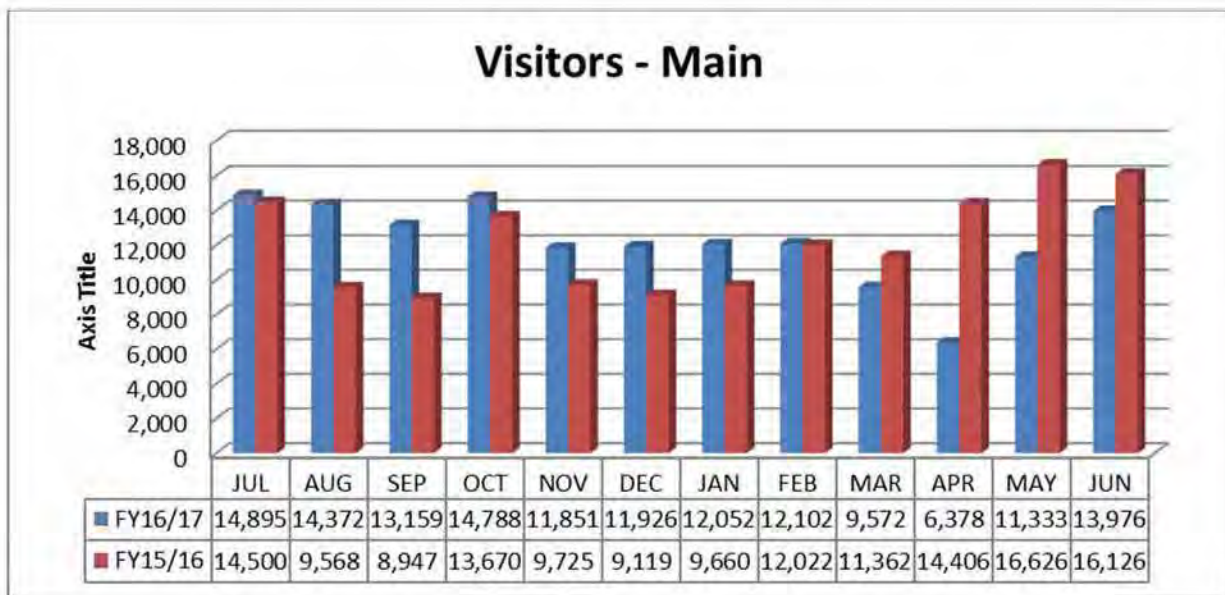
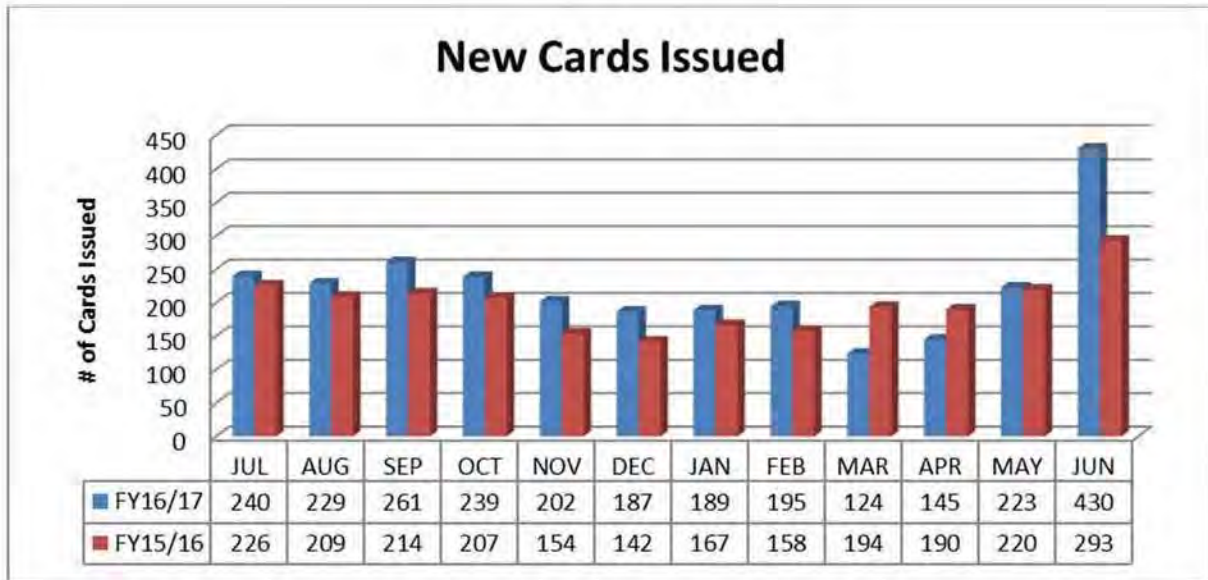
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Circulation - Main*													
FY15/16	17,903	16,499	16,371	17,671	16,623	15,024	16,073	16,335	17,705	16,435	15,519	17,498	199,656
FY16/17	17,367	17,252	16,008	16,383	15,592	15,615	16,474	15,695	9,698	2,770	12,279	15,700	170,833
% Change	-3%	5%	-2%	-7%	-6%	4%	2%	-4%	-45%	-83%	-21%	-10%	-14%
Self-Check													
	4175	4142	3679	3753	3282	3061	3629	3669	1456	-	7188	9,041	
Circulation - Branch													
FY15/16	1,281	933	955	994	939	942	999	995	1,106	1,059	1103	1,112	12,418
FY16/17	1,291	1,182	1,166	1,168	947	1,073	1,097	974	2,086	2,927	2086	1,545	17,542
% Change	1%	27%	22%	18%	1%	14%	10%	-2%	89%	176%	89%	39%	41%
TOTALS													
FY 15/16	19,184	17,432	17,326	18,665	17,562	15,966	17,072	17,330	18,811	17,494	16,622	18,610	212,074
FY 16/17	18,658	18,434	17,174	17,551	16,539	16,688	17,571	16,669	11,784	5,697	14,365	17,245	188,375
% Change	-3%	6%	-1%	-6%	-6%	5%	3%	-4%	-37%	-67%	-14%	-7%	-11%
Visitors - Main													
OLD COUNTER DOUBLED ITS NUMBERS!													
FY15/16	14,500	9,568	8,947	13,670	9,725	9,119	9,660	12,022	11,362	14,406	16,626	16,126	145,731
FY16/17	14,895	14,372	13,159	14,788	11,851	11,926	12,052	12,102	9,572	6,378	11,333	13,976	146,404
% Change	3%	50%	47%	8%	22%	31%	25%	1%	-16%	-56%	-32%	-13%	0%
Visitors - Branch													
FY15/16	4,028	3,460	4,253	3,927	3,300	3,541	3,313	3,377	3,925	3,397	3,537	3,531	43,589
FY16/17	3,383	3,589	4,062	3,543	3,205	3,369	2,918	2,804	4,252	5,170	3,637	2,514	42,446
% Change	-16%	4%	-4%	-10%	-3%	-5%	-12%	-17%	8%	52%	3%	-29%	-3%
TOTAL VISITORS	18,278	17,961	17,221	18,331	15,056	15,295	14,970	14,906	13,824	11,548	14,970	16,490	188,850
Days Open - Main													
FY15/16	26	26	25	27	22	24	24	24	27	26	25	26	302
FY16/17	25	27	25	25	23	24	25	23	10	0	26	26	259
% Change	-4%	4%	0%	-7%	5%	0%	4%	-4%	-63%	-100%	4%	0%	-14%
Days Open - Branch													
FY15/16	23	21	21	21	18	21	19	20	23	21	21	22	251
FY16/17	20	23	21	20	19	20	20	19.5	27	27	22	22	260.5
% Change	-13%	10%	0%	-5%	6%	-5%	5%	-3%	17%	29%	5%	0%	4%
Registrations - Main													
FY15/16	208	189	191	188	141	126	161	140	177	164	187	274	2,146
FY16/17	223	202	234	215	188	166	175	175	101	113	209	391	2,392
% Change	7%	7%	23%	14%	33%	32%	9%	25%	-43%	-31%	12%	43%	11%
Registration - Branch													
FY15/16	18	20	23	19	13	16	6	18	17	26	33	19	228
FY16/17	17	27	27	24	14	21	14	20	23	32	14	39	272
% Change	-6%	35%	17%	26%	8%	31%	133%	11%	35%	23%	-58%	105%	19%
Registration - Total													
FY15/16	226	209	214	207	154	142	167	158	194	190	220	293	2,374
FY16/17	240	229	261	239	202	187	189	195	124	145	223	430	2,664
% Change	6%	10%	22%	15%	31%	32%	13%	23%	-36%	-24%	1%	47%	12%
Reserves - Main													
FY15/16	175	224	187	238	248	201	221	234	274	389	330	375	3,096
FY16/17	312	316	396	403	405	413	294	407	289	235	325	401	4,196
% Change	78%	41%	112%	69%	63%	105%	33%	74%	5%	-40%	-2%	7%	36%
ILL Lent (Main)													
FY15/16	32	39	40	51	35	42	46	48	46	42	48	48	517
FY16/17	48	10	40	30	44	34	35	57	14	0	42	45	399
% Change	50%	-74%	0%	-41%	26%	-19%	-24%	19%	-70%	-100%	-13%	-6%	-23%
ILL Borrowed (Main)													
FY15/16	28	22	32	25	28	15	27	19	28	22	23	23	292
FY16/17	24	23	42	25	39	14	77	28	25	14	38	36	385
% Change	-14%	5%	31%	0%	39%	-7%	185%	47%	-11%	-36%	65%	57%	32%
Inter Library Loan - Branch													
FY15/16	5	0	3										

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY16/17	5	1	5	4	7	5	5	5	4	5	6	7	78
% Change	0%		67%	-50%	17%		-17%	-29%	0%	0%	-14%	0%	59
Community Room Events (Non-Library)													
FY15/16	8	11	14	11	9	6	6	9	8	5	8	9	104
FY16/17	6	10	7	6	11	6	6	9	6	6	9	18	100
% Change	-25%	-9%	-50%	-45%	22%	0%	0%	0%	-25%	20%	13%	100%	-4%
Community Room Attendance (Non-Library)													
FY15/16	67	85	197	178	226	48	102	132	77	70	139	119	1,440
FY16/17	75	134	81	67	115	125	90	200	50	77	105	71	1,190
% Change	12%	58%	-59%	-62%	-49%	160%	-12%	52%	-35%	10%	-24%	-40%	-17%
Adult Reference Questions													
FY15/16	475	430	287	260	212	195	104	196	210	130	158	145	2,802
FY16/17	114	119	107	115	71	88	79	226	75	12	96	246	1,348
% Change	-76%	-72%	-63%	-56%	-67%	-55%	-24%	15%	-64%	-91%	-39%	70%	-52%
Children's Services Reference Questions													
FY15/16	1052	567	569	611	446	422	582	601	735	679	550	917	7,731
FY16/17	749	568	548	589	566	569	300	300	62	0	151	162	4,564
% Change	-29%	0%	-4%	-4%	27%	35%	-48%	-50%	-92%	-100%	-73%	-82%	-41%
Branch Services Reference Questions													
FY15/16	75	66	88	74	57	67	52	63	81	68	67	41	799
FY16/17	58	74	61	35	44	47	42	44	95	92	62	54	708
% Change	-23%	12%	-31%	-53%	-23%	-30%	-19%	-30%	17%	35%	-7%	32%	-11%
Adult Public Computer Usage													
FY15/16	2,313	2,167	1,979	2,218	1,703	576	1,779	1,803	2,003	1,585	1,900	1,915	21,941
FY16/17	2,213	2,221	3,928	2,226	1,751	1,575	1,650	1,651	1,380	0	1,709	1,567	21,871
% Change	-4%	2%	98%	0%	3%	173%	-7%	-8%	-31%	-100%	-10%	-18%	0%
Children's Services Public Computer Usage													
FY15/16	605	671	549	306	467	236	141	234	488	520	488	829	5,534
FY16/17	742	840	555	584	599	581	155	525	309	0	495	805	6,190
% Change	23%	25%	1%	91%	28%	146%	10%	124%	-37%	-100%	1%	-3%	12%
Branch Services Public Computer Usage													
FY15/16	729	681	726	801	608	662	544	541	652	621	751	775	8,091
FY16/17	627	763	883	812	849	795	750	698	702	1240	1025	1377	10,521
% Change	-14%	12%	22%	1%	40%	20%	38%	29%	8%	100%	36%	78%	30%
													35,566
													38,582
Main PC Usage Wireless													
FY15/16	2,658	2,760	2,841	2,976	2,751	2,765	2,873	3,257	3,725	4,004	5,376	4,939	40,925
FY16/17	4,888	5,023	4,918	5,532	5,427	5,041	5,015	5,341	2,814	2,256	5,204	5,406	56,865
%Change	84%	82%	73%	86%	97%	82%	75%	64%	-24%	-44%	-3%	9%	39%
Branch PC Usage Wireless													
FY15/16	1,297	1,252	1,401	1,441	1,341	1,461	1,295	1,385	1,186	1,373	1,452	1,394	16,278
FY16/17	1,146	1,178	1,145	1,301	1,277	1,055	1,049	1,182	1,322	1,678	1,651	1,603	15,587
% Change	-12%	-6%	-18%	-10%	-5%	-28%	-19%	-15%	11%	22%	14%	15%	-4%
Collection Size													
FY15/16													
FY16/17		90,380	90,760	99,498	100,780	97,703	96,935	94,435	92,893		81,473	82,356	
% Change													
Items Added													
FY15/16	1730	928	1605	1068	963	1300	705	1048	1286	967	908	1284	13,792
FY16/17	941	993	1178	845	580	843	417	791	1189	667	888	1059	10,391
% Change	-46%	7%	-27%	-21%	-40%	-35%	-41%	-25%	-8%	-31%	-2%	-18%	-25%
Adult Programs													
FY15/16	5	2	2	10	5	2	2	7	7	8	4	9	63
FY16/17	5	5	8	7	3	4	4	6	3	6	5	7	63
% Change	0%	150%	300%	-30%	-40%	100%	100%	-14%	-57%	-25%	25%	-22%	0%
Adult Programs - Attendance													
FY15/16	176	104	33	390	514	145	128	275	235	392	943	469	3,804
FY16/17	141	115	151	467	230	407	271	330	195	440	983	2342	6,070
% Change	-20%	11%	358%	20%	-58%	179%	112%	20%	-17%	12%	4%	399%	60%

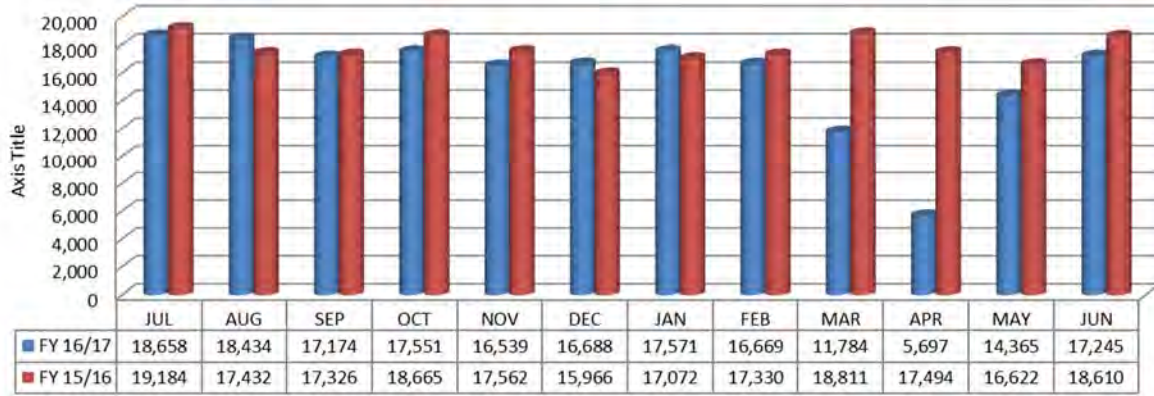
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Young Adult Programs													70
FY15/16	7	1	6	9	6	2	4	3	3	6	5	12	64
FY16/17	10	1	1	0	3	2	5	18	9	5	6	21	81
% Change	43%	0%	-83%	-100%	-50%	0%	25%	500%	200%	-17%	20%	75%	27%
Young Adult Program Attendance													
FY15/16	152	13	136	117	65	45	109	41	58	85	65	192	1,078
FY16/17	162	5	4	0	50	19	58	292	88	114	65	141	998
% Change	7%	-62%	-97%	-100%	-23%	-58%	-47%	612%	52%	34%	0%	-27%	-7%
Children's Services Programs Offered													
FY15/16	21	8	17	23	19	12	14	17	25	23	15	18	212
FY16/17	18	1	19	23	18	16	15	21	22	27	28	39	247
% Change	-14%	-88%	12%	0%	-5%	33%	7%	24%	-12%	17%	87%	117%	17%
Children's Services Program Attendance													
FY15/16	1,097	418	527	781	401	389	428	472	554	507	368	820	6,762
FY16/17	740	5	475	564	608	368	258	384	354	516	496	989	5,757
% Change	-33%	-99%	-10%	-28%	52%	-5%	-40%	-19%	-36%	2%	35%	21%	-15%
Branch Services Programs Offered													
FY15/16	8	2	2	2	2	3	2	2	2	2	2	4	33
FY16/17	5	0	0	6	2	2	2	5	0		1	6	29
% Change	-38%	-100%	-100%	200%	0%	-33%	0%	150%	-100%	-100%	-50%	50%	-12%
Branch Services Program Attendance													
FY15/16	205	32	44	35	40	54	52	44	42	33	26	209	816
FY16/17	142	0	0	100	27	56	35	71	0		25	106	562
% Change	-31%	-100%	-100%	186%	-33%	4%	-33%	61%	-100%	-100%	-4%	-49%	-31%
Children's Services Class Visits													
FY15/16	12	9	12	12	11	7	10	9	8	10	11	11	122
FY16/17	10	8	7	8	6	2	5	3	9	2	5	4	69
% Change	-17%	-11%	-42%	-33%	-45%	-71%	-50%	-67%	13%	-80%	-55%	-64%	-43%
Children's Services Classroom Visits Attendance													
FY15/16	235	145	206	193	166	117	131	201	12	151	210	210	1,977
FY16/17	158	104	109	161	133	62	62	80	256	88	411	225	1,849
% Change	-33%	-28%	-47%	-17%	-20%	-47%	-53%	-60%	2033%	-42%	96%	7%	-6%
Branch Services Class Visits													
FY15/16	0	0	0	0	0	0	0	0	3	2	0	1	6
FY16/17	0	0	0	0	1	2	1	0	3	4	0	1	12
% Change			n/a						0%	100%		100%	100%
Branch Services Class Visits - Attendance													
FY15/16	0	0	0	0	0	0	0	0	78	56	0	20	154
FY16/17	0	0	0	0	25	53	26	0	78	72	0	28	282
% Change			n/a						0%	29%		29%	83%
Branch Services - Literacy Tutor Sessions Offered													
FY15/16	61	58	72	58	38	44	40	53	60	55	63	54	656
FY16/17	32	55	62	79	90	66	66	61	60	68	65	58	762
% Change	-48%	-5%	-14%	36%	137%	50%	65%	15%	0%	24%	3%	7%	16%
Branch Services Literacy Tutor Sessions Attendance													
FY15/16	204	176	210	185	147	138	98	133	219	200	192	164	2,066
FY16/17	126	140	202	244	246	216	198	192	179	211	193	189	2,336
% Change	-38%	-20%	-4%	32%	67%	57%	102%	44%	-18%	6%	1%	15%	13%
Branch Services Literacy Tutor Hours offered													
FY15/16	78.75	91.75	100.75	52.5	51.25	38.75	44	80	82.75	81.5	89	57.75	849
FY16/17	27.5	27	75.5	99	90	85.5	84.5	78.5	70	87.5	77	76	878
% Change	-65%	-71%	-25%	89%	76%	121%	92%	-2%	-15%	7%	-13%	32%	3%
Branch Services Literacy - Volunteer Hours													
FY15/16	83.75	95	20	7.5	20	15	12	15	12	8	6	12.75	307
FY16/17	11.25	30.5	21.5	133	129	104.5	118	113	33.5	83.5	108.5	69.5	956
% Change	-87%	-68%	8%	1673%	545%	597%	883%	653%	179%	944%	1708%	445%	211%
Adult Volunteers													
FY15/16	1	1	1	1	1	1	3	3	1	2	10	1	26
FY16/17	3	4	1	2	1	1	2	6	5	0	25	62	112
% Change	200%	300%	0%	100%	0%	0%	-33%	100%	400%	-100%	150%	6100%	331%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Adult Volunteer Hours													
FY15/16	25.45	44.5	22.5	31	17	24	36	76	48.5	38	113	27.5	503
FY16/17	38	67	13	24	18	30	29	25	15	0	231	242.0	732
% Change	49%	51%	-42%	-23%	6%	25%	-19%	-67%	-69%	-100%	104%	780%	45%
Young Adult Volunteers													
FY15/16	11	7	16	12	10	9	12	13	16	15	18	16	155
FY16/17	11	0	0	0	20	8	3	5	4	4	48	20	123
% Change	0%	-100%	-100%	-100%	100%	-11%	-75%	-62%	-75%	-73%	167%	25%	-21%
Young Adult Volunteer Hours													
FY15/16	60.25	28	117.75	91.5	46.25	31.75	50	36	78.25	75.25	96.5	176	888
FY16/17	52.25	0	0	0	27.5	23	19	13.25	6	9.25	240	96	486
% Change	-13%	-100%	-100%	-100%	-41%	-28%	-62%	-63%	-92%	-88%	149%	-45%	-45%
Children's Services Volunteers													
FY15/16	5	2	2	4	3	0	0	0	0	0	0	0	16
FY16/17	0	0	0	0	0	0	0	0	0	0	0	0	0
% Change	-100%	-100%	-100%	-100%	-100%								-100%
Children's Services Volunteer Hours													
FY15/16	20.75	7	5	22.25	8.25	0	0	0	0	0	0	0	63
FY16/17	0	0	0	0	0	0	0	0	0	0	0	0	0
% Change	-100%	-100%	-100%	-100%	-100%								-100%
Branch Volunteer Hours													
FY15/16													0
FY16/17	26												26
% Change													
Ebsco Databases													
FY15/16													0
FY16/17				28	13	11	7	13	24	4	55	23	178
% Change													
Novelist													
FY15/16													0
FY16/17			5	2	4		4	12	6	5	2	5	45
% Change													
BrainFuse -Tutor Service													
FY15/16	16	53	109	114	161	108	116	183	67	150	217	127	1,421
FY16/17	76	104	287	159	78	22	87	155	129	499	527	62	2,185
% Change	375%	96%	163%	39%	-52%	-80%	-25%	-15%	93%	233%	143%	-51%	54%
Flipster (Searches)													
FY15/16													0
FY16/17	125	94	80	2	1	3	80	72	66	58	85	85	751
% Change													
Tumblebooks													
FY15/16	20		97	27	19	14		6	2	30		2	217
FY16/17	79	1	10	27	5	11	93	0	8	30	2	19	285
% Change	295%		-90%	0%	-74%	-21%		-100%	300%	0%		850%	31%
Passports													
FY15/16	178	171	167	190	147	122	206	204	248	258	221	237	2,349
FY16/17	209	208	179	208	162	138	216	197	237	212	262	253	2,481
% Change	17%	22%	7%	9%	10%	13%	5%	-3%	-4%	-18%	19%	7%	6%
Passport Photos													
FY15/16	123	121	102	124	117	94	117	159	192	197	158	168	1,672
FY16/17	156	166	119	170	120	101	155	112	42	47	149	164	1,501
% Change	27%	37%	17%	37%	3%	7%	32%	-30%	-78%	-76%	-6%	-2%	-10%
Notary Service													
FY15/16	3	0	12	17	8	7	8	1	7	5	8	1	77
FY16/17	8	10	4	7	6	4	5	6	0	0	3	4	57
% Change	167%		-67%	-59%	-25%	-43%	-38%	500%	-100%	-100%	-63%	300%	-26%
*includes downloadables													
*Literacy volunteer hours are up as they have been incorrectly reported before, I believe. Edward had been recording only prep hours as volunteer hours but volunteers hours should be instructional hrs. plus prep hours which is the way it is on the CLLS annual report.													
Main Closed on April 13th for renovation and reopened on May 1st.													
Page 16 of 47													

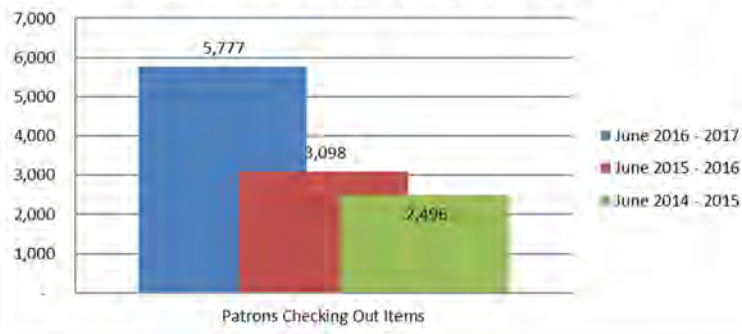
Statistical Graphs for the Month of June 2017



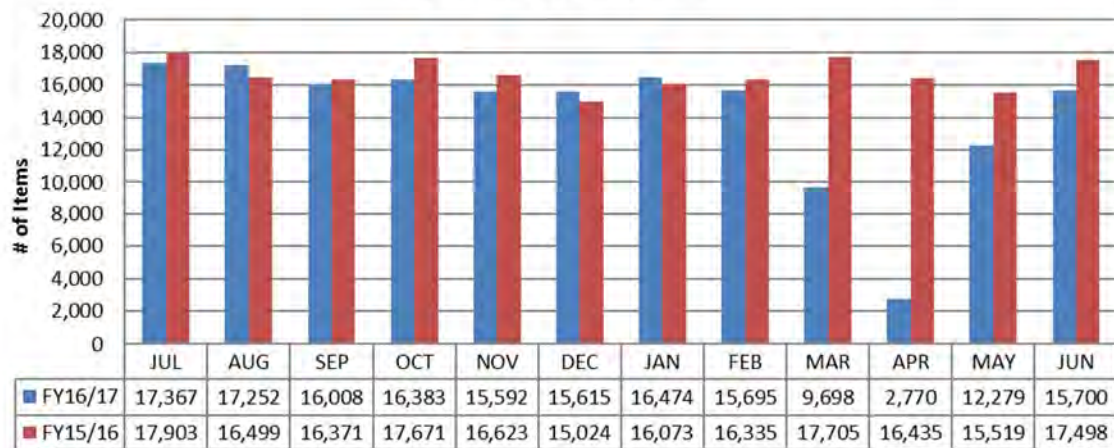
Items Checked Out 16/17 vs 15/16 YTD



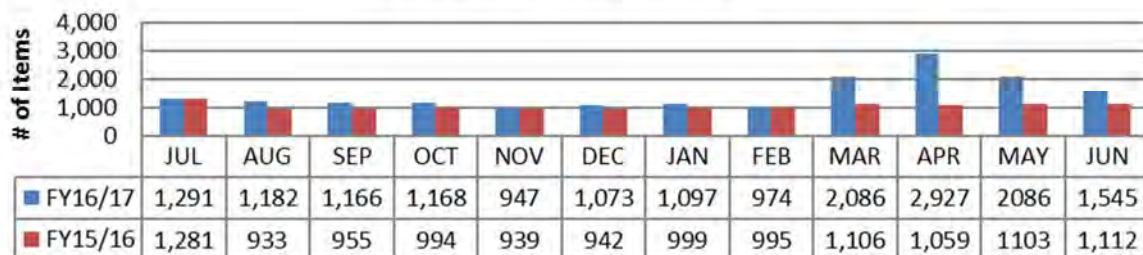
Of Cardholders Who Checked Out an Item

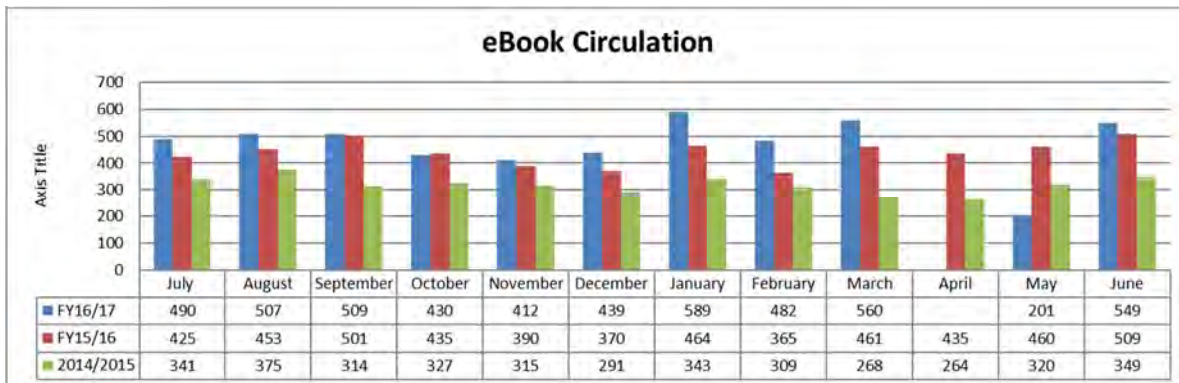
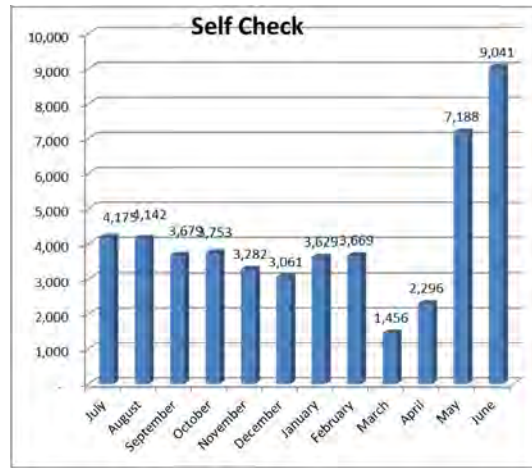


Circulation Main



Circulation Branch





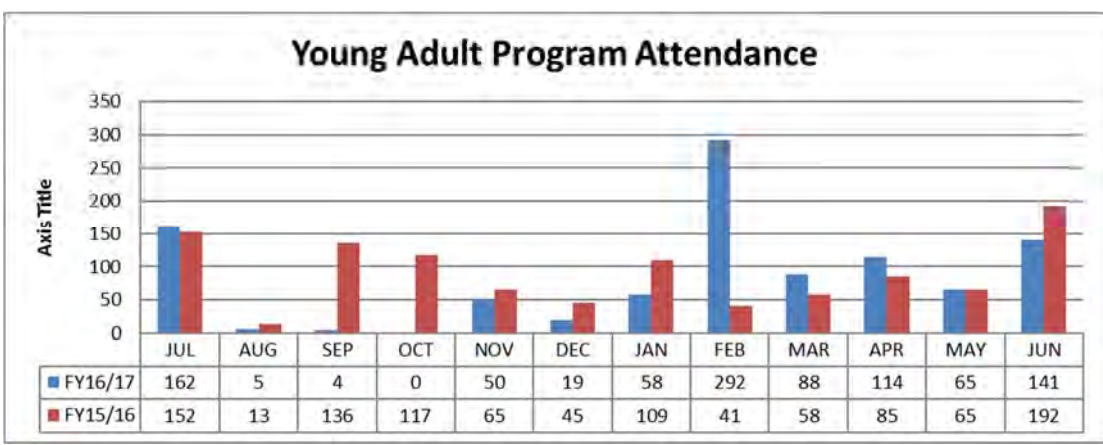
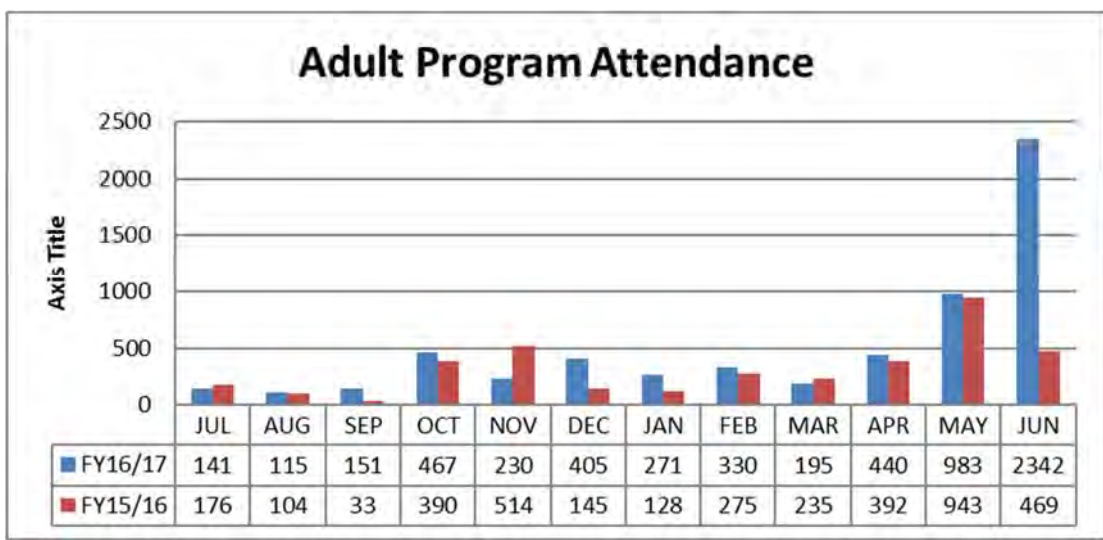
CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
	Jun 17		Change vs		Actual #	
P TYPE	PERCENT	QTY	May 17	Jun 16	May 17	Jun 16
Adult	74.8%	12492	17.3%	-11.1%	10647	14056
Juvenile	20.5%	3416	46.2%	20.2%	2336	2842
Staff	2.8%	463	11.0%	-37.4%	417	740
Student	0.2%	34	-15.0%	0.0%	40	0
Trustee	0.0%	3	-40.0%	-57.1%	5	7
Teacher Loan	0.7%	122	-59.2%	-46.3%	299	227
Teen	1.0%	174	-14.7%	-24.0%	204	229
Total	100.0%	16704	19.8%	-7.7%	13948	18101

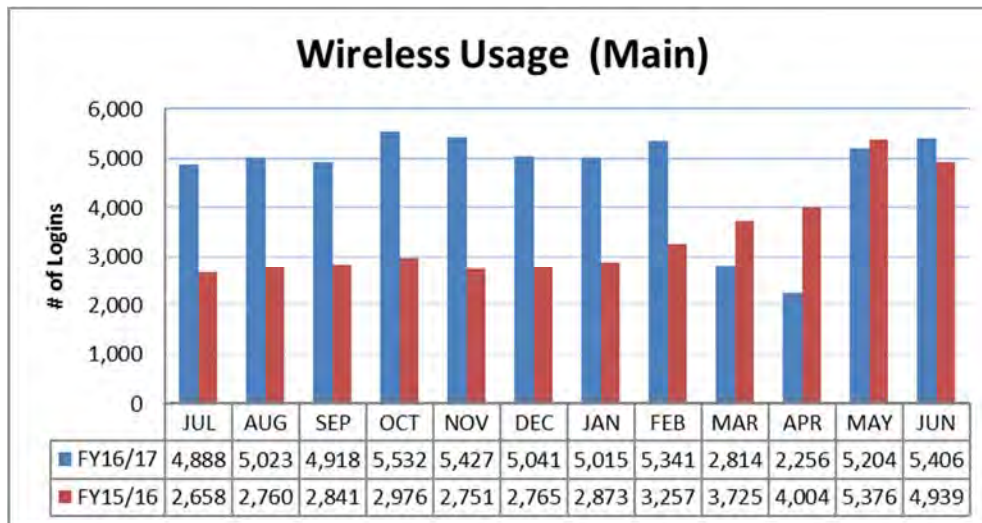
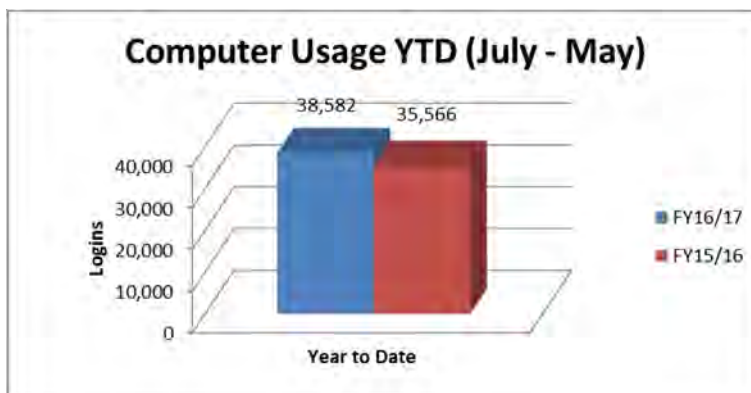
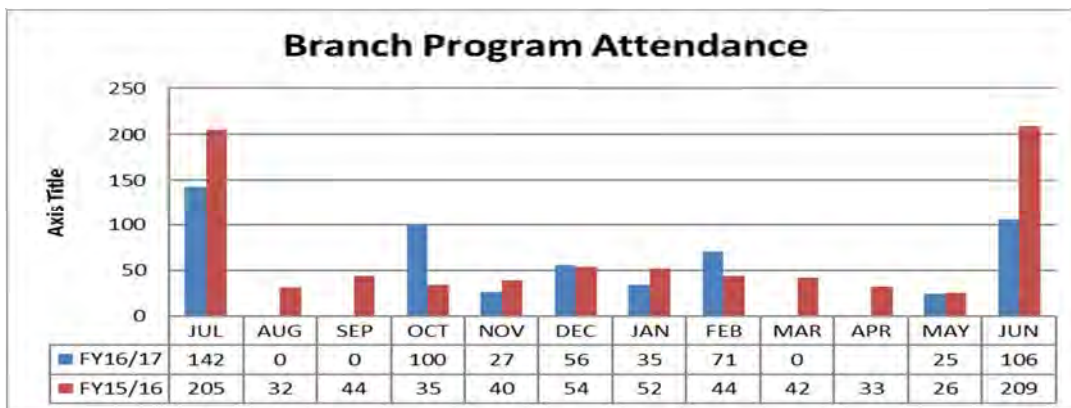
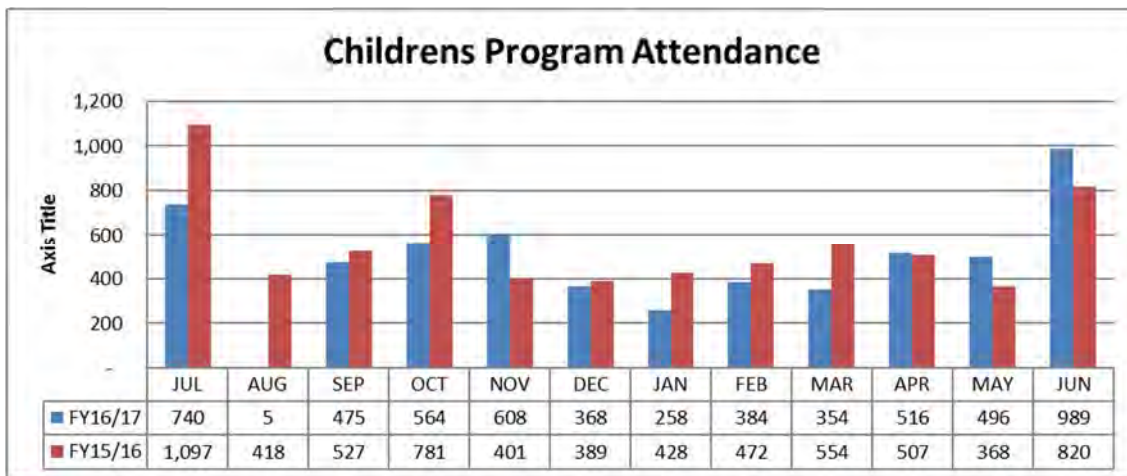
CIRCULATION (CHECKOUT) STATISTICS						
Main Library						
	Jun 17		Change vs		Actual #	
P TYPE	PERCENT	QTY	May 17	Jun 16	May 17	Jun 16
Adult	74.9%	11322	22.8%	-8.0%	9220	12312
Juvenile	20.2%	3053	56.1%	23.6%	1956	2471
Staff	2.8%	417	8.3%	-29.3%	385	590
Student	0.2%	28	0.0%	0.0%	28	0
Trustee	0.0%	2	-50.0%	-71.4%	4	7
Teacher Loan	0.8%	120	-58.2%	-41.5%	287	205
Teen	1.2%	174	-12.1%	20.0%	198	145
Total	100.0%	15116	25.2%	-3.9%	12078	15730

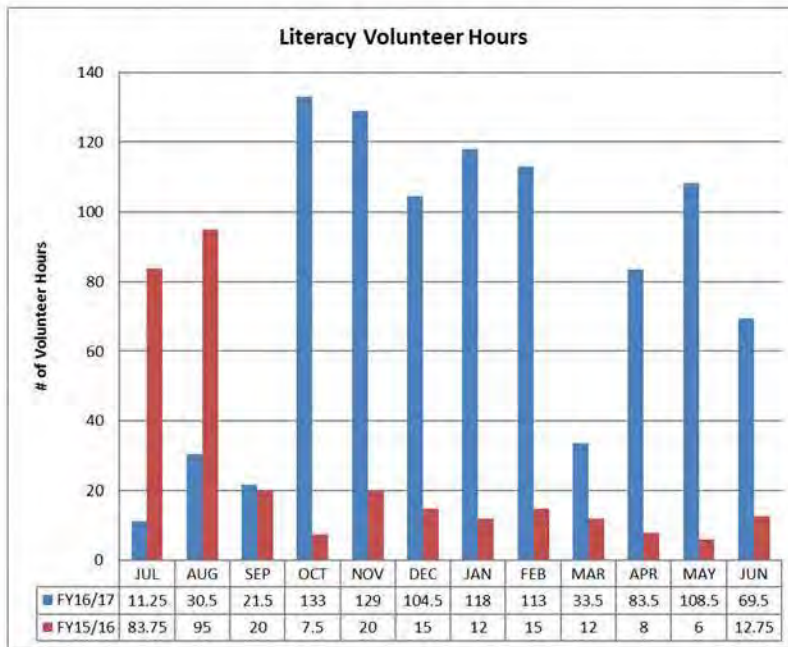
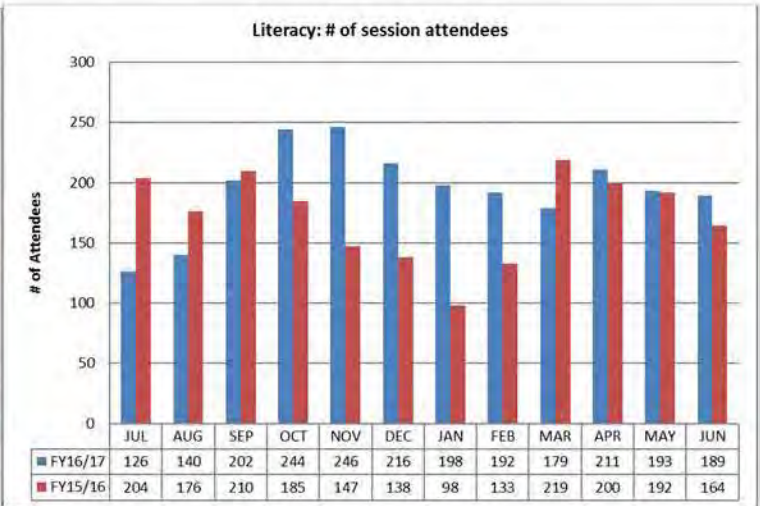
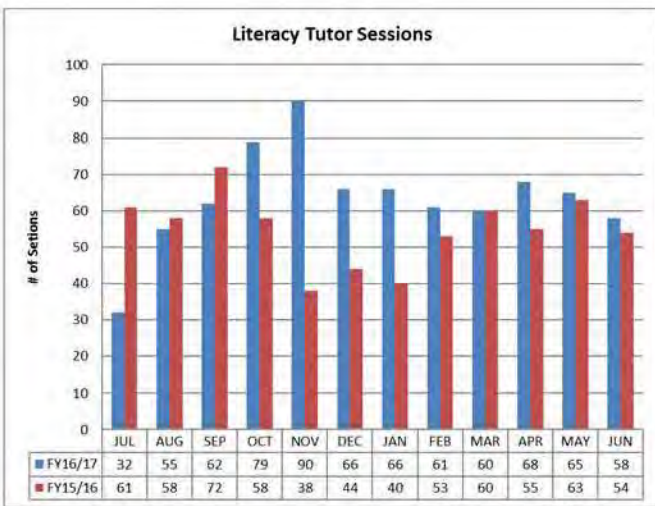
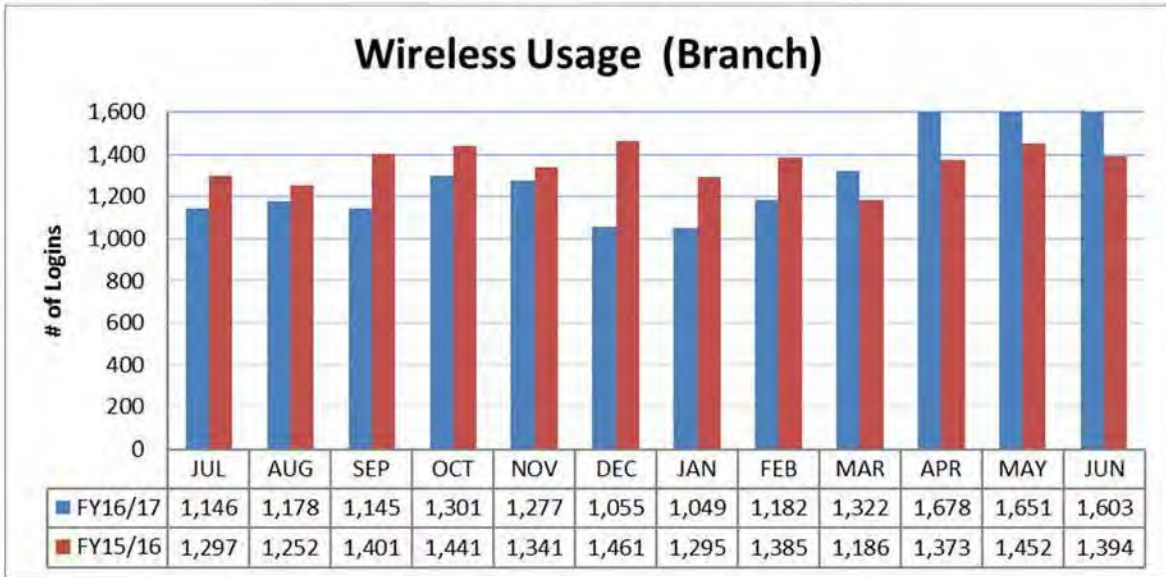
CIRCULATION (CHECKOUT) STATISTICS						
Branch Library						
	Jun 17		Change vs		Actual #	
P TYPE	PERCENT	QTY	May 17	Jun 16	May 17	Jun 16
Adult	73.7%	1139	-16.2%	50.3%	1359	758
Juvenile	23.1%	357	1.1%	108.8%	353	171
Staff	2.8%	44	57.1%	-62.4%	28	117
Student	0.2%	3	-75.0%	0.0%	12	0
Trustee	0.1%	1	0.0%	0.0%	1	0
Teacher Loan	0.1%	1	-83.3%	-75.0%	6	4
Teen	0.0%	0	-100.0%	-100.0%	6	44
Total	100.0%	1545	-12.5%	41.2%	1765	1094

CIRCULATION (CHECKOUT) STATISTICS						
Main Library						
	Jun 17		Change vs		Actual #	
I TYPE	PERCENT	QTY	May 17	Jun 16	May 17	Jun 16
Book	65.8%	9949	30.8%	-5.0%	7609	10469
Sound Disc	5.9%	890	23.1%	-23.9%	723	1169
DVD	22.9%	3457	14.9%	-0.9%	3009	3487
Kit	0.4%	58	11.5%	1.8%	52	57
Serial	1.5%	225	2.7%	-24.7%	219	299
Blu-ray Disc	0.1%	19	375.0%	0.0%	4	0
Video Games	2.1%	316	19.7%	1875.0%	264	16
14	0.0%	0	-100.0%	-100.0%	10	9
Chromebooks	1.0%	147	14.0%	-34.4%	129	224
Laptop Kit	0.4%	55	-6.8%	0.0%	59	0
Total	100.0%	15116	25.2%	-3.9%	12078	15730

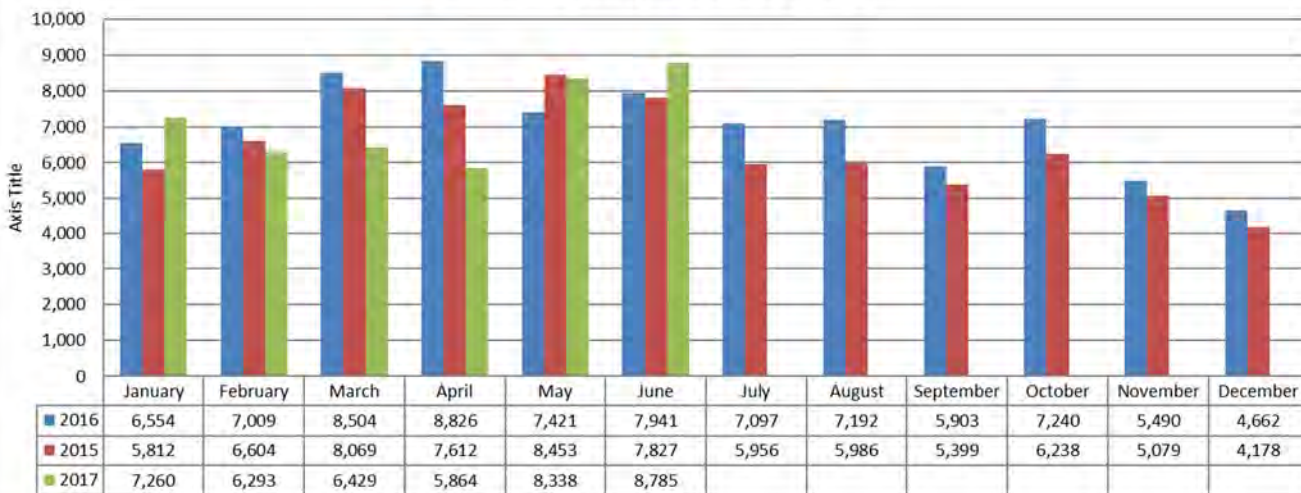
CIRCULATION (CHECKOUT) STATISTICS						
Branch Library						
	Jun 17		Change vs		Actual #	
I TYPE	PERCENT	QTY	May 17	Jun 16	May 17	Jun 16
Book	49.0%	757	-13.8%	48.1%	878	511
Sound Disc	0.5%	8	60.0%	0.0%	5	0
DVD	37.2%	575	-6.4%	4.4%	614	551
Kit	0.1%	1	0.0%	-66.7%	1	3
Serial	0.4%	6	-57.1%	100.0%	14	3
Chromebooks	12.8%	198	-21.7%	661.5%	253	26
Total	100.0%	1545	-12.5%	41.2%	1765	1094





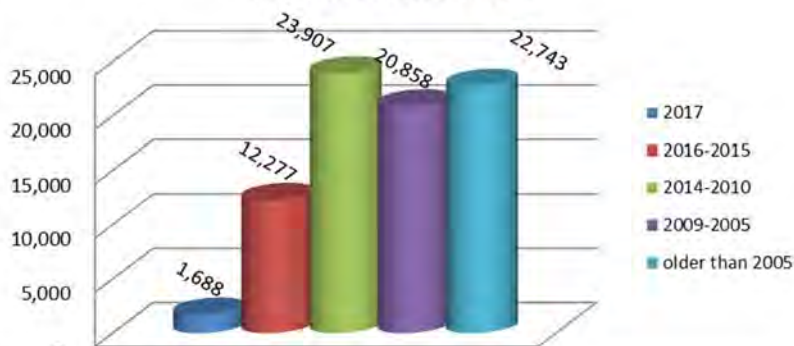


Business Office Revenue 16-17



Age of Collection 5/30/2017

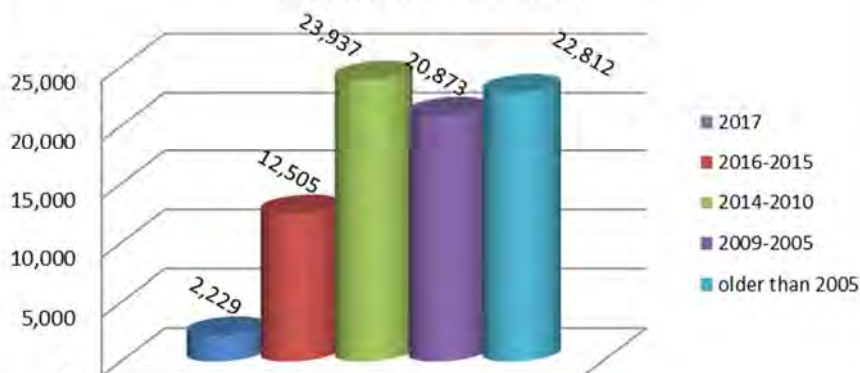
Based on Publication Date



13,965 items are less than 3 years old - 17.14% of the collection
 29.34% of the collection is between 7 and 4 years old.
 53.52% of the collection, 43,601 items are over 8 years old and of those 27.91% are over 13 years old.

Age of Collection 6/30/2017

Based on Publication Date



14,734 items are less than 3 years old - 17.89% of the collection
 29.07% of the collection is between 7 and 4 years old.
 53.04% of the collection, 43,685 items are over 8 years old and of those 27.70% are over 13 years old.

Branch June 2017 Report

Library Programs

June's programs have brought giant smiles to young and old faces alike. The beach came to Altadena when **The Blue Submarine**, an educational outreach program, brought aquatic life for a hands-on demonstration. Children and their parents learned about creatures that are native to the southern California coast. 'Oh's', 'ahhhs' and 'ews' were heard when patrons touched a sea star or keyhole limpet.



Patrons learning about marine life during a hands-on session provided by The Blue Submarine.

Summer programming also brought **Christopher T. Magician** to the Branch whose delightful, silly tricks produced a giggle fest among our young audience. Many children excitedly came forward to help the magician perform his magic tricks. Christopher even brought along his assistant to help keep the masses entertained...a rat named Clifford. (Photos next page)

All in all, the Branch welcomed over 100 patrons in our cozy space for several programs this month. We hope the remainder of the summer programming will continue to bring in new and familiar faces for the month of July.

Almost a month into the **Summer Reading Program**, the Branch has had 103 readers sign up. Readers are excited about reaching their reading goals and even more excited about earning prizes! With more than a month to go, the Branch is challenging itself to signing up more readers! Lastly, circulation continues to be up compared to the previous year—1,553 versus 1,112 check outs.



All laughs and smiles with Christopher T. Magician.

Literacy Services

Literacy Volunteer Comment: *“Grace has become more social and tech literate since we have started lessons--she and I text each other in the mornings.”* Stef W.

The Branch Literacy Services improves English literacy so adults can realize personal and professional goals. While working one-on-one with a trained tutor, a learner will increase their ability to speak, read and write, impacting all facets of a learner’s daily life. Having worked with a tutor for about a year, Grace is now confident enough to send text messages to her tutor. Another learner, Ylia W., who came in with basic English proficiency has attributed a successful completion of her first course in her master’s program at Pacific Oaks College in Pasadena to working with her tutor, Andy M.

This month, we have matched five new learners with five new volunteer tutors. There are five learners who are still awaiting to be matched with a tutor. But, no fear—we have several tutors who are in the process of completing their online training. If all goes well, the five learners will be matched before the end of the summer.



Page 25 of 47
 Grace & Amy are doing self-study on days they are not meeting with their tutor.

June 2017 Adult Services Report



This building is 50!
Library District is 90+
years!
Our family is happy to be
part of the celebration!
-Mariscal Family

The 50th anniversary committee and staff were able to see the fruits of their labor on June 10th when the 50th year anniversary for the library and kickoff for the summer reading programs took place. For many people, it was the first visit to the library since reopening after the renovation. While working at the desk I got to talk to many patrons who said they had not been to the library in a long time and it was great seeing the updates from the renovation. They said that they had been coming to the library since they were kids. They truly grew up 'Dena. Visitors showed their love by writing on the board that was placed near the front entrance.

Staff, volunteers, families, board members, city officials, and even our State Librarian, George Lucas came to our 50th anniversary celebration! It was a day packed with activities as visitors enjoyed performances outdoor on the main stage. Inside the library, patrons were in awe with the renovation updates such as the new area for the fab lab where they got to experience virtual reality.

Families signed their children up for summer reading and enjoyed the newly designed children's area.

Also, visitors got the chance to purchase our library merchandise featuring our 50th year anniversary logo. Over \$500 worth of merchandise was sold! Patrons loved swapping out their old cards for the new design.

A true community
Treasure—here's to
50++ more years!
- Gail



This library is a jewel in
the crown of Altadena -
Here's to 50 more years!
-Robyn



Early in June, the library participated in Open Studios. Local artists displayed their art in the community room and a silent auction was held at the Main Library to support the artists.

We celebrated summer reading with a storytelling jam series with Lance Anderson and held a relevant talk about climate change with Dr. Robert Haw from JPL. We also featured violin music by Paul Stein.

We have 132 readers signed up for our adult summer reading Program which is a record since we started the program 4 years ago. This can be attributed to the ease of signing up online through Bean Stack.

Staff received an introduction to Koha, the new integrated library system coming soon and received DISC training which explained how to interact with different personality types in the work place. We also got to learn about our own work styles.

We have upgraded to using Square for our register which allows us to provide the option for our patrons to pay by credit card! Patrons no longer have to go to their cars and look for change and can enjoy the convenience of this new service.

We are happy to have Felipe, the man behind the curtain back!



Patron Comment of the Month

“I was frustrated and didn’t know what to do. I came to the library looking for help that I couldn’t receive at the EDD office. Ryan was a life saver and my hero. Thank you Ryan. U R awesome.” –Tasha K.

The patron needed to access and print files from an app on her phone in order to get benefits at the EDD office. No one there could help her, so she came to our library and received help from Ryan!

Teen Services – Board Report

June 2017

Summer Reading is going very well for teens. So far 139 teens have signed up with 34 completing the first tier of prizes already! For comparison, last year 80 teens signed up and 38 completed the first tier during the whole summer. We've even had 8 teens complete the entire program by the half-way point!

With summer reading programming in full swing for the month of June, this has been a very busy month for teens. The Growin' Up 'Dena celebration brought in a group of teens who enjoyed the chance to play games with each other. Weekly Summer Reading programs included CD Scratch Art, Wearable Book Page Jewelry, and a screening just for Teens of the Lego Batman movie. Teens especially enjoyed a crime scene program where it took them 46 minutes to use their detective skills to discover the perpetrator of crime. Several asked for more programs like it.

The Teen Sewing Class series has been an overwhelming success with more students than we are able to handle. Future classes will need to be planned to meet the demand. As before, on days without planned programs, the Wii U and xBox were often used by the teens to hang out and relax with video games.

Several teens were specifically invited back to an intermediate 3D printing. These teens are now visiting the library several times a week to print their designs. One satisfied parent said,

"Thank you for the 3D printing class offered last night. My boys said it was very interesting and they learned a lot. I have lived in Altadena my entire life and it is terrific that I can now share with my boys my love of the library with these great programs."

Other teens enjoyed creating fantastic Stop-Motion Animations using clay and free software. A parent said, "We're trying to explore other more tech related activities, and this is a great bridge."

With the advent of display stands for the tops of shelves, displays have been better targeted to the teens. As always, the pop-out graphic novels are a huge favorite.

Impromptu games on busy afternoons were seen again. Teens enjoyed changing things up by using either the WiiU or the brand new xBox. It's always fun to see how the TV and gaming system draws teens into the space for an afternoon of good natured battled.

June is generally a slow month for professional development as most teen librarians are amid summer reading. Even so, I participated in a few webinars about the new Oculus Virtual Reality System that the library has received. I am looking forward to getting more VR programming up and running at the library.



Altadena Library District Children's and Family Services
June 2017 Board Report

Happy Summer Reading! Have you signed up yet?

We are in full Summer Mode here in the Children's Department. Summer Reading sign ups continue, our Performer schedule is packed, we are doing five (five!!) story times a week, and there's more. We are busy. We are so busy!



We've been trying to capture the name of every child who registers and hanging it on the wall to

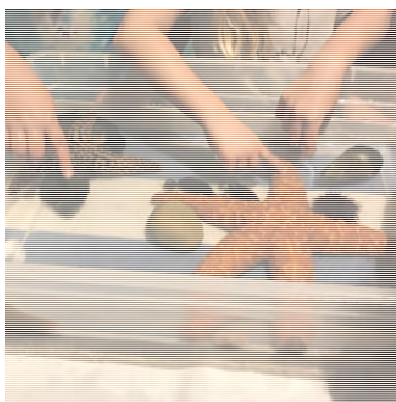
One month (and a few days, as of this writing) into our program, we have 450 children from birth – 5th grade participating. Also as of this writing, those kids have logged 68,378 minutes of reading—that's over 1,139 hours, and only one month into the program. And this doesn't include families who are tracking on paper. We can't wait to see what they've done by August!

This month, the Children's Room is so pleased to be able to celebrate Pride Month with our Rainbow Wall. We've also been Building a Better World with engineering and construction books, as well as books on gardening, composting, and green initiatives. Our New Books shelves are full to bursting, with new novels, great non-fiction, and a whole slew of graphic novels. We'll be continuing to update and revamp our children's non-fiction section, so watch that space for new books on robotics, coding, history, biographies, outer space, cooking, animals, inventions, and more!



Be proud of who you are, what you like, who you love, and what you've achieved.

We've had some wonderful performers this month, including visits from One World Rhythm, who helped us Build a Better World through music, Blue Submarine, who taught us about ocean animals, and Christopher T. Magician (the T. stands for Taco), who amazed and astounded us with his book-themed magic tricks.



Patrons got to see and touch real marine creatures, like sea urchins and sea stars.



Christopher T. amazed and amused.

Our in-house programming is also in full swing this month. Like we said before, we've got five (FIVE!) story times going each week—Baby, Toddler, Preschool, Market, and Pool Story Time. We've also been hosting a program we're calling Grab Bag Thursdays—this is for (mostly) elementary aged students and we've been largely focused on creativity and problem solving in these programs. Ms. Adriana has been managing and planning these activities, and they've been welcomed and embraced by our patrons. We hosted an Engineering Day, where patrons were given an assortment of various materials (cups, popsicle sticks, straws, playdough) and let loose to build whatever their imaginations came up with. We had a Nature Scavenger Hunt for a variety of ages, from picture matching for the pre-literacy crowd, to research and investigation for the older kids. Plus, popsicles. And we had Clay Day, where patrons came and built their own creation/art project out of clay, sequins, googly eyes, and more.



All dinosaurs need a house to live in.



Towers, bridges, and roller coasters were constructed at Engineering Day.



Clay Day encouraged us to get creative-- and maybe a little messy, too.

We also got our new furniture— a sofa, big cushions to sit and lounge on, fun rugs, a Calder-esque leaf mobile, and a canopy tree! It's flexible and mobile and the patrons have taken to it with aplomb. They spend time reading, use the cushions as play spaces, and have already found ways to use the space creatively. The children's room is warmer and more comfortable, and we're very excited to have it. We cannot say thank you enough to Cynthia Kumanchik for her support of our children's room and our patrons.

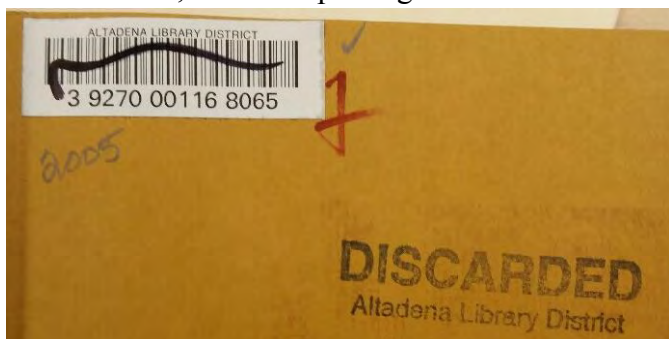


Cheery, mobile, and reader-approved!

Collection Development Board Report – June 2017

The Grand Reopening and 50th Anniversary Celebration at the top of the month enabled all members of the Collection Development Team to come out of from behind the scenes and engage with the public just for fun. Vicky, as a member of the Party Planning Committee, helped with overall coordination that day, Mark was a stage hand, Chris was a festival attendant, and I sold merchandise. It felt great to give back to the community by celebrating the Library. The week leading up to the party included some hustling to get the shelf signage complete and displays looking awesome. Another way we contributed to the community in June, was providing some discarded children's and adult fiction for the Southern California Children's Museum Little Free Library. We are starting a cooperative effort with the museum, and, will do our best to contribute to their library monthly.

Although our major de-acquisition project for the Main Library is finally complete, we will always have some items that need to be removed from the collection because of wear and tear, loss, or the obsolescence of information contained within the item. What I cannot understand is how materials that previously got removed from the collection, and, stamped "Discarded," wound up being added back into the collection! During the big weeding process,

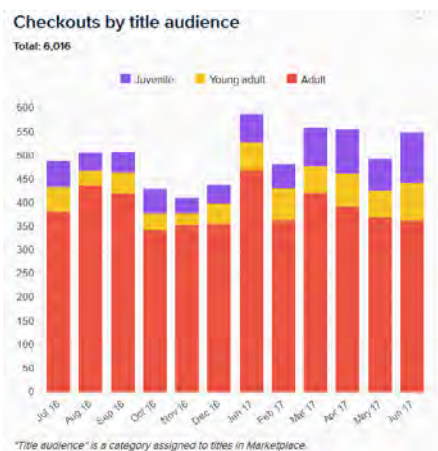


we found many books in the children's and adult collection that were gross, or, damaged, which is probably why they were originally discarded, yet here they sat on our shelves and with an active catalog record!

The era of adding previously discarded items back into the collection has come to an end!

Discards are still proving profitable to the Library; in June, we received \$500.00 for our discarded books sold by a book service. In other money matters, I negotiated our Brainfuse renewal down from \$2,750.00 to \$2,500.00. If you are wondering what Brainfuse is, and does, be sure to visit our Databases page on the Library Website to learn about this great homework help and tutoring product. We will also be receiving EBSCO's Legal Information database wrapped into our annual renewal at no extra cost! Now we just need to get staff and library users better acquainted with these great electronic resources.

Overdrive is seeing a good steady rise in the number of checkouts by juvenile titles as shown by this chart of the last twelve months. The purple on the graph represents juvenile titles. Young adult and adult have some interesting ebbs and flows, but overall usage remained steady for the 16-17 fiscal year. In the past thirty days, new users to Overdrive included nine juveniles and twenty-nine adults! Additionally, the number of checkouts from May 2017 to June 2017 increased by a whopping 173 percent! Perhaps this is an effect of the summer reading program, but, it



proves our patrons are enjoying their ebooks. Purchasing of materials came to a crazy pace the last day of the fiscal year. Vicky, Mark, and Stella rushed to get as many orders into our vendors so that our summer readers and movie watchers have plenty to enjoy.

I had the pleasure of visiting our primary vendor's Momenca, Illinois warehouse when I attended the American Library Association's Annual Conference in Chicago. If you can spot the man in this photo, perhaps you can get a sense of the immense size of this warehouse and the rows and rows of books, and other materials. Huge!



I was just one of almost 23,000 library lovers learning about new programs, services, products and opportunities to improve libraries and their communities. Amongst my favorite programs was learning about, a non-profit organization providing literacy programs in Chicago classrooms, using dogs as a means of uniting children with books. So inspirational! I attended a great discussion session with other librarians working in the realm of collection development and technical services in public libraries. It is beneficial to be able to discuss some of the issues we face with library specific software, changing trends in collections, and a myriad of topics directly related to my everyday work. I also got to meet a former Director of the Altadena Library, Carmen Hernandez, while attending a dinner hosted by EBSCO. I ran into our Board Member, John McDonald, in a session about collection development for public and academic libraries.



Finally, in case anyone still has ideas about librarians being stuffy and no fun, live music concerts took place every day in this cool area, titled the Front Porch Stage.



Submitted by: Estella Terrazas, Collection Development Manager

Volunteer Services – Board Report June 2017

Action:

June has been a great month for community volunteers. Our tracking system continues to show a great increase in involvement and participation in a variety of activities from our volunteers. Volunteers who had previously put in hours but were not tracking themselves are continually being added daily. The spike from May is not quite as pronounced in June but we continue to maintain steady increase at triple digit numbers as a monthly standard.

Our 50th Anniversary Event proved to be a favored volunteer activity with over 40 volunteers signing up to help and participating in making that day the success that it was. Volunteers from all age ranges and backgrounds helped set up for the day, serve popcorn, dispense water, man the welcome table, sign up families for Summer Reading, serve food with The Rotary Club and so much more! In a single day over 120 hours of volunteer time was logged. Our volunteers proved themselves to be an essential part of running a great community event, as well as, valuable members of our community outreach efforts.

In addition to the 50th Anniversary Event, our teen Summer volunteer numbers have increased now that school is out and our teens are working on various projects around the library, helping with small tasks as well as long term projects. An exciting project that the teens are beginning is training on our video camera and digital editing software so that they can begin an online Altadena based news show.

This June our library also hosted a corporate volunteer group from CIT Bank. Together their 16 volunteers started our pumpkin patch, cleaned up trash and did a significant amount of weeding and grounds work. Between the 16 volunteers from CIT Bank they did 48 hours of work in one morning. They were also treated to a tour of our library and were very impressed by the various ways that we serve the community and showed interest in revisiting our site for future group projects.

Teen volunteer orientation was on the 21st and was attended by 7 teens who have now begun working in the library helping mostly in Children's but also doing minor office work, assisting in Teen programs and some light gardening.

Outreach:

Outreach continues in the community with plans to participate in UCLA's alumni volunteer day in October, and current initiatives like our teen volunteers working on a plan for a news show and building web shows. We are looking forward to our Eclipse talk on August 5th planned with a volunteer from Carnegie Observatory in cooperation with and in preparation for our Teen Librarian's Eclipse program set for August 21st.

There were 407 Volunteer hours completed for the month of June. 120 of those were completed on June 10th, 69 of them were completed by literacy volunteers.

MARKETING & COMMUNICATIONS REPORT

SOCIAL MEDIA STATS

Facebook – 1,113 Likes (Increase from last month!)

(Statistics between June 12 and July 10; ↑ and ↓ based on comparison to last previous 28 days.)

3,842 ↓70%	Reach (The number of people who saw any of our page posts)
97 ↓41%	Page Views (The number of people that viewed our page and any of its sections)
1,430 ↓50%	Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)
173	Video Views (The number of times the videos on our page have been viewed, for 3 seconds or less)
10	New Page Likes

Facebook Summary & Highlights

Because of the increased attention and record numbers set in June due to the Growing Up Dena event excitement, the Facebook statistics have settled back to their normal level of engagement with slight, but consistent growth.

We have started using the Events feature on Facebook to further advertise the Library's programs, which resulted in increased attendance at Summer Reading events. An example of this success is Wildcrafting: Wild Food Is Gourmet Food, an adult Summer Reading program. Thanks to strategic, cross-platform marketing of this special Summer Reading event, the Facebook Event page received over 2,700 impressions and high engagement by the Facebook audience. These efforts paid off, and the room was packed with guests!

Instagram – 288 Followers (Increase from last month!)

652 +517	Impressions (The total number of times all of your posts have been seen)
154 +56	Reach (The number of unique accounts that have seen any of your posts)
13 +3	Profile Views (The number of times your profile was viewed)

Instagram Summary & Highlights

Similar to the Library's Facebook engagement, now that the June 10th event buzz has leveled out, Instagram's engagement has returned to its normal levels.

Twitter – 76 Followers (Increase from last month!)

EMAIL MARKETING (“This Week @ Altadena Library”)

Within the last month, the Library has adopted a streamlined look for its email marketing. By integrating updated functions like animated images in the e-blasts and clearer sections and links throughout the emails, the Library can better highlight special events and be more strategic about its written marketing.

June 16	“Introducing Summer at the Library”	15.38% opened	93 clicks
June 23	“A Leadership Opportunity, Taste of 'Dena...”	17.61% opened	65 clicks
June 30	“Hot Off the Press! July's CONNECT Newsletter”	18.31% opened	154 clicks
July 7	“Eclipse Excitement, Artists on Display...”	16.62% opened	120 clicks

MEDIA COVERAGE & ADVERTISING

Below are the recent news articles and press about Altadena Library. Digital copies of any of the following are available upon request.

Type	Publication	Date	Topic/Headline
Event Listing	HulaFrog	July 10, 2017	PreSchool StoryTime
Article	Pasadena Now	July 6, 2017	Pascal Baudar and Christopher Nyerges Present "Wild Food Is Gourmet Food"
Paid Ad	Beacon Media News	July 6 - July 12, 2017	Summer Reading
Article	Pasadena Journal	July 4, 2017	PSAT Prep for Teens Starting October 28, 2017
Article	Altadena Women's Network Newsletter	July 3, 2017	Leadership Opportunity at Altadena Library - July 29 th Event
Event Listing	Pasadena Now	June 24, 2017	Storytelling Jam with Lance Anderson
Ad	Altadena Chamber of Commerce	June 20, 2017	Summer Reading
Event Listing	Pasadena Star-News	June 15, 2017	Local community things to know and do

COMMENTARY

Online Community Response

Altadena Library District's Yelp page, until recently, had not been "claimed" or managed by Library staff. Within the past month, the Library now has access to the back-end of the Yelp page and can now track analytics and respond to user comments, positive or negative, as they come in. Our hope is that this access will help increase the Library's Yelp rating and therefore increase foot and web traffic to the Library.

Below is a recent comment from a Yelp user on July 6:

"I think I've found my new hangout. Comfortable, welcoming, well-organized, and brimming with all kinds of activities and programs (storytelling, book-themed speed dating, nutrition classes for teens, etc.)."



Altadena Library's Future Marketing Efforts

Now that I have started working increased hours at the Library, my goal within my first couple months is to establish an ongoing procedure to streamline marketing processes both internally for staff and externally to reach the public more effectively. I will provide more details in future reports once details of these processes have been tested and confirmed.

I am always happy to discuss marketing ideas and strategy, and I welcome feedback as I get settled into my new role!

- Chloé Cavalier d'Esclavelles
Marketing & Communications Coordinator
ccavelier@altadenalibrary.org
(626) 379-5539

June Technology News

Two important contracts were renegotiated in June, Syndetics and printing equipment. Syndetics enriches the content of our catalog by adding reviews, cover images, excerpts, awards, and annotations. Our annual renewal for Syndetics initially showed a standard step increase of 3.77% over the cost of last year's contract. After negotiations, the Library will pay almost 20% less than the amount priced for this year's annual renewal. The administrative overhead for negotiating equated to a couple of e-mails—to shore up concerns on man hours cost negating the savings. The savings amounts to \$140, which represents chump change with respect to the overall Library budget; however, these measures taken showcase the granularity of Altadena Library's fiscal responsibility.

A greater improvement emerged from the print hardware contract re-signing. The Library will save over \$2,500 per year in print costs. A standard print hardware contract length extends a gnarly 60 months. Altadena Library's contract expired in 48 months. Under normal circumstances, alterations to print contract in terms of hardware, maintenance, and cost per copy result in a buyout of the remaining cost of the contract; for this reason, most entities only change print vendors when their contracts near expiration. The printing market approached a more perfect competition over the past couple of years, paving the way for better cost per copy rates with higher end equipment. Altadena Library reached out to our current vendor, and demonstrated the more competitive rates. The Vendor recognized the rates were legitimate, worked with their parent company to renew our contract under the better rates, and improved our equipment to the latest models—with no buyout. Furthermore, the Library saw additional savings by committing to a higher monthly allowance on color prints; normally, a higher commitment means paying more, but the Library paid substantial overages each month on color. The elevated color prints commitment did not increase past our monthly average; to boot, the vendor agreed to put the black and white and color prints commitments on a quarterly cycle (a bundle of monthly commitments wrapped into a three-month pool), buffering for unusually high volume—for the win.

The new printing hardware is expected to be deployed in July.

Miscellaneous Notes:

The Koha Integrated Library System (ILS) that will be in place effective, 8/31/2017, will by default not retain reading history for patrons, but has an option for patrons to elect to opt in to retain their history.

The fixed barcode scanners at the self-checkouts have been replaced with legacy Honeywell handheld scanners.

A laptop for working with the current ILS has been provisioned with a mobile hotspot to allow for staff to perform outreach, checkout materials, and signup patrons outside the walls of the library.



M E M O R A N D U M – Leadership Meeting Notes 07/07/2017

DATE: July 8, 2017

TO: All Staff

FROM: Leadership Team

SPACE IN THE LIBRARY

The leadership team discussed the challenges of space availability in the library for both the Staff and Public. We considered the space available for staff in the library and then discussed how to use it more efficiently.

- There is consideration of a possible future ‘bungalow’ multi-use space outdoors. This poses challenges from a budgeting and code standpoint but research will be done on it.
- The postage machine will move to the Administrative offices, and mail will eventually be received and sorted in the hallway downstairs on a table between the staff bathrooms.
- There will be a buzzer installed near the back doors for deliveries.
- There will be a sign installed at the staff entrance letting the public know to enter the main entrance for passport appointments.
- The work room upstairs (circulation/adult services) will need to be re-arranged since there are currently space constrictions.
- Book sorting and checking-in is most efficient where it is currently located.
- Consideration of the ratio of desk to floor time for staff such as Pages, Adult Services and Circulation was discussed. The requirements of desk time for different positions and the need for a telephone, dedicated desk and/or computer were also considered.
- The layout and functions of the Staff space where Children’s, IT and Collection Development were also discussed. It was determined that the space will be rearranged and reconfigured so that more staff will be located in that space.
- The center shelving/storage in our storage space will be cleaned out and removed. In its place we will have a work area for small/short tasks and we will place items such as the laminator and large paper cutter in that area.
- Once we have KOHA up and running and final job descriptions are created, there will be further discussions with affected personnel about space requirements and desk/computer locations.

VOLUNTEER PROGRAM

The Volunteer Coordinator position is a new one to the Library and is being created from scratch. This is a team effort and will take some trial and error. The goal of the volunteer program is to:

- 1) Provide community members with an opportunity to give back to the library and the community in a way that is meaningful to them.
- 2) Provide the District with much needed assistance in its operations and offerings to the public.

It was noted that no volunteer positions would in any way threaten to replace a paid position in the library. Each and every employee of the District has an abundance of opportunity, tasks and duties that cannot all be accomplished in the time we have available to us. Our current funding does not allow for additional staff.

- A volunteer schedule will be posted in the work room upstairs with duties that the volunteer is assigned to, along with their point of contact.
- Some positions noted that need dedicated volunteers were: someone to assist with self-check, a fab-lab monitor and a tech perch volunteer.
- A photo and brief introduction of new volunteers will be placed somewhere in the library (probably the staff room), so that all staff can familiarize themselves with our volunteers.
- It is of the utmost important that we make our volunteers feel a part of the team and welcomed here at the library. Introduce yourselves to them, welcome them, offer assistance if needed.

A new Implementation Team was formed to help foster and improve the volunteer program which consists of: Yuni, Ryan, Christina, Estella, Kate, Mindy and Carlene.

TASTE OF 'DENA UPDATE

Event Summary:

Altadena Library District is proud to present Taste of 'Dena, a fundraiser benefiting the Library. Taste of 'Dena will be a night of delectable wine, beer, and spirit tastings, samplings of *amuse-bouches* from a diverse assortment of local restaurants and caterers, and exciting prize drawings!



The purpose of Taste of 'Dena is two-fold: 1) to raise awareness of Altadena Library's impact in the community, and 2) to raise funds for the rejuvenation of the Library's

outdoor plant life and transformation of the Library's outdoor space into an interactive, educational, and community-oriented garden and park. Because this is the first event of its kind at the Library, we acknowledge that fundraising will face some inertia while public awareness and understanding of this new event spreads. Our expectations for fundraising are cautious, and we will strive to keep the event costs low and profit margin high, with both ticket sales and creative opportunities for fundraising during the event.

Our Progress Thus Far:

We are aiming to sell 200 tickets, at \$50 each, and are actively seeking event sponsors and food and alcohol vendors to participate in the tasting portion of the event. Sponsorship levels and related benefits are being reviewed and confirmed by the committee. A sponsorship solicitation letter has been written and will be strategically distributed to a list compiled by the 50th Anniversary Committee. A vendor solicitation letter has also been drafted and is being delivered to specific restaurants, food vendors, caterers, and alcohol resellers throughout Altadena, Pasadena, and South Pasadena.

Different from past Library events, ticket sales and sponsorship payments for Taste of 'Dena will be available online through the event platform Eventbrite.

How the Library Board Can Support:

To make this event a success, we need *your* help!

- We are providing you with generic sponsor solicitation packets that you can give to people in your network that may be potential sponsors. Writing a personalized note on the letter always makes a difference!
 - If you prefer to mail the packet to someone, please write a personal note on the letter and provide us with the individual's address, and we are happy to mail it out for you!
- Have access to some great wine? You can donate bottles of wine to our Wine Pull, an exciting new attraction at the Taste of Dena event!
 - What is a Wine Pull? Event guests pay a set amount for a chance to select a mystery bottle of wine, which could be any value above \$15!
- We also are seeking local, higher-end restaurants, chefs, caterers, and alcohol resellers to donate small tastings to serve at the actual event. If you have connections to anyone in town that might want to donate their time and delicacies, we can provide you with an official letter of solicitation with the details of the requirements of participation.

**Professional Development Day
(2016 Completed/2017 New Team)**

Mikayla
Ryan
Mindy
Kylynn
Helen
Melissa
Estella
Nicole

Technology Training

Christopher
Mindy
Ryan
Helen
Sue
Michelle
Stella
Carlene

Moving the Library Outside the Walls

Helen
Melissa
Vicky
Mikayla
Ryan
Kylynn
Carlene
Yuni
Mark

Fab-Lab

Kate/Ryan/Michelle/Carlene

Updating the Planters

Mindy
Paulina
Mikayla
Helen

Social Media (Committee)

Mikayla
Chloe
Mindy
Christina
Rebecca
Yuni

Website

Christopher
Mindy
Melissa
Ryan
Stella
Kate
Helen
Mikayla

Circulation Policies

Carlene
Michelle
Sue
Helen
Melloney
Debbie
Sebastian
Melissa
Mikayla
Quarece
Christina
Kate
Stella
Perla
Mindy
Ryan
Rebecca
Mark

Programming (Committee)

Helen
Kate
Stella
Mindy
Kylynn
Ryan
Christina
Mikayla
Melissa
Yuni
Mark
Diana
Chloe

Volunteer Program

Yuni
Mindy
Christina
Ryan
Stella
Kate
Carlene



Mission Statement

The Altadena Library District is dedicated to providing free and equal access to information, ideas, technology, and the joy of reading to educate and empower our diverse community.

Vision

The Altadena Library District continually aspires to meet the present, future, and constantly changing needs and interests of its diverse clientele. It is becoming the cultural, informational, and technological hub of the community.

Values

For each value below, the team identified continuous improvement processes or action items that can implemented to align with the corresponding value – either individually, as a team, a department, or as the organization in whole.

Value Statement	Value	Expressed As	Ideas to Implements
We Value our Employees through Teamwork, Involvement, Opportunities and Respect	Teamwork	“We celebrate the diversity of our experiences and build connections. We trust each other.”	<ul style="list-style-type: none"> • Communication • Morning Team Huddle • Cross-Departmental Help (help another department & staff) • Staff Schedules • Staff Activities Club • We focus on how we can be better and not on what others may or may not be doing and when we see others struggling or needing assistance we offer our help
	Involvement	“Staff is involved in decisions that affect them”	<ul style="list-style-type: none"> • Ask for opinions/thoughts • Sharing information/communication • Implementation teams
	Opportunities	“Opportunities & growth within organization”	<ul style="list-style-type: none"> • Hire and promote internally when possible • Encourage Staff to learn beyond what their job requires & provide those tools to staff.

			<ul style="list-style-type: none"> • Open to all Staff • We seek out ways to be of value to the organization. We don't wait to be asked – we think forward and take the next step. • We are constantly self-educating and bringing new ideas to the district.
	Respect	<p>“Our employees and volunteers are valued as individuals and for their important contributions to the organization. We nurture our talents and each other.”</p> <p>“We treat everyone fairly and equitably, communicate openly and honestly.”</p>	<ul style="list-style-type: none"> • Say “Thank you.” • Acknowledging past traditions and experience, while focusing on the future • Support each other (helping, teaching, sharing information)
We Value our Organization through Innovation, Accountability, Passion and Empowerment	Innovation	<p>“We are always learning. We are exploring new ways of doing things better and doing better things”</p>	<ul style="list-style-type: none"> • Webinars and professional development • Learning from each other's experiences and expertise • Only chase the status quo when inept in an area; otherwise operate like a prince. • Staff Input and learning opportunities • Learning new skills and methodologies is a priority if we are to remain relevant. Participate in Listservs and/or ALA/PLA/CLA divisions.
	Accountability	<p>“We are transparent on all levels, act with integrity and take personal responsibility for our actions.”</p> <p>“We take responsibility for our actions & act with integrity.”</p>	<ul style="list-style-type: none"> • Leadership team shares thoughts and discussions with all staff • Honesty is the best policy • When we make mistakes, we learn from them and understand that if we are not making mistakes we are standing still and not growing and learning.
	Passion	<p>“We love the library; we love Altadena and we love what we do.”</p>	<ul style="list-style-type: none"> • Sharing Staff passions/picks/Ideas • We advocate for the Library and what it offers in our everyday lives (outside the Library) – set a goal of speaking to at least one person every day about something the Library offers and/or invite someone to a Library event. • We give 100% to the Organization and our Teammates by supporting

			each other and lending a hand when needed.
	Empowerment	“Grow, learn & create within the organization.”	<ul style="list-style-type: none"> • Have staff take ownership of an area of question with no staff member being able to take ownership of more than one question. • Opportunities for input.
We Value our Patrons and Community through Excellence, Expertise, Enrichment; With Integrity and Compassion	Excellence	<p>“We strive for excellence for our customers because, we believe in only the best for them.”</p> <p>“We provide excellent service & have fun doing it.”</p>	<ul style="list-style-type: none"> • Talk to a user until you can get a smile from them. • When helping patrons maybe conclude with the questions: “is there anything else I can help you with?” • Think about how to say “yes” instead of “no” to a customer. • Constantly Think about how to “amaze” the customer by going above and beyond. Share examples of this with the rest of the team.
	Expertise	“We are relentless in our efforts to better understand our community, our collections and our users.”	<ul style="list-style-type: none"> • Interact with the patrons more & step away from the McDonalds model. • Encourage suggestions from our patrons • Participating in Outreach and Turning Outward is a must in order to best serve our community. Take the Harwood Training.
	Enrichment	“We help to enrich lives and they enrich their own with all we have to offer.”	<ul style="list-style-type: none"> • Provide services, programs, and collections that meet community needs • Have all staff read a staff selected book- round robin. • Keep abreast of the times • Share our stories – both internally and externally. Every day we are making a difference but we often don’t hear or know about it.
	Integrity	“We value and respect our customers, organization, and each other. We are responsible for ourselves and to others through honest and respectful words and actions.”	<ul style="list-style-type: none"> • Stewards of public trust • Open and Honest Communication • Mutual Respect
	Compassion	“We have compassion for our customers and each other.”	<ul style="list-style-type: none"> • Try to see things from the perspective of others • Patience and Helpfulness • Err on the side of kindness. Write off fines and fees. • Avoid labeling/judging

			<ul style="list-style-type: none">• Make Patrons a Priority• Customer Service training/modeling• Attend to Patron 'wants'• Consistent Policies• Facing Outward as a way of Operating- take training to learn how to do this.
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ALD HR REPORT – BOARD OF DIRECTORS

Month: July 2017

June EE/HR Transactions

	Action	Status/Notes
1.	Revised SOP for Background Checks	
2.	New Hire – Diana Wong	Branch Manager/Literacy Services Librarian
3.	EE Return to Work from Medical Leave	
4.	Assisted with EE Immigration Issue	Referral of Immigration Attorney
5.	Assisted w/Notice to EE’s on Library Closure	Closure due to repairs
6.	New Hire – Chloe Cavalier	Marketing and Communications Coordinator
7.	Assisted w/EE return from medical absence	
8.	Assisted EE with upcoming PDL Leave	
9.	Assisted Board Chair w/ED PA & Contract	
10.	Assisted w/Patron incident	Broken chair
11.	Attended Library Open House	Kudos to staff for job well done!

Current Projects

Project	Action	Status/Notes
Cultural Development/ Training	DiSC training (Part I & II)	Part II presented 6/2
	Condense Values to 5-6; Integrate into documentation, work processes, organizational conventions	Presented to Employees 7/7, included Values Exercise (See attached)
Pulse Survey	Created on-line through Stratex; conduct bi-monthly	Conducted 6/5
HRIS (Stratex)	Set up training for Phase II	Onboarding, employee files/ transactions
HR SOP’s	Q2: To be revised based on ALD tasks vs. HRN tasks	LC Reviewing/revising with Ryan
Policy/Procedure	Research on Volunteers and Insurance	Provide Volunteer Manual – sent 7/7
Job Descriptions	Q3: Mindy/Ryan rewriting by 8/1	HRN to review, make ADA compliant, review for exemption classification
Performance Reviews	Q3: HRN will develop based on JD, mesh with Pride in Excellence format	Discussion to move to a focal point review date
Compensation	Q3: Wage Data – Mindy to assign Librarians to conduct market data research	AAL to conduct job slotting, create wage scale and merit matrix based on market data

Required and Recommended Trainings

- 1) Trustees are required by law to complete AB1234 Ethics training every two years. This can usually be completed for free online, through the California Special Districts Association.

The California Special Districts Association provides legislative advocacy, education and member services for all special districts. More information can be found at www.csda.net

- 2) Trustees will be required to attend a Library Board Effectiveness Training workshop. The workshop will take place on a mutually convenient Saturday and will be approximately a ½ day. Administration will work with the Trustees to develop the agenda and procure the trainer.

The Library Board Effectiveness Training will be held through a partnership with CPLA, the California Public Library Advocates, whose mission is “Strengthening California Libraries Through Advocacy and Education”. More information can be found at www.cpladvocates.org

- 3) Trustees will be required to attend a yearly Boards Retreat including members of the Library Foundation and Friends. This annual training will take place on a date that can accommodate the most attendees. Administration will work with all three groups to develop the agenda and procure all needed assistance and materials including a location, food and a speaker/trainer. The length of the Retreat will be based upon the agreed upon Agenda.

Administration recommends the following Webinars provided by the California Special District Association which include:

- Understanding Board Member and District Liability
- What Every Board Member Should Know
- Brown Act- Principles, Traps and Violations

Administration will notify the Trustees of additional trainings, conferences, and opportunities as they become available.